

1.1 The departments in a company

Marketing	Financial services	Public Relations (P.R.)	Information Technology
Human Resources (H.R.)/Personnel	Production	Research and Development (R and D)	
Legal Affairs	Quality	Training	Purchasing
Accounts	Maintenance	Payroll	Packaging
			Customer service
			Sales

What department does which job? Match each job from the column on the left to a company department from the column on the right:

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| 1. puts the product into boxes? F | A.Training |
| 2. pays wages and salaries? I | B.Production |
| 3. plans how to promote products? D | C.Purchasing |
| 4. has systems to prevent mistakes? M | D.Marketing |
| 5. looks after the equipment? O | E.Personnel |
| 6. deals with complaints? K | F.Packaging |
| 7. manufactures the products? B | G.Sales |
| 8. sends invoices to customers? H | H.Accounts |
| 9. buys equipment? C | I..Payroll |
| 10. arranges credit facilities? L | J.Distribution |
| 11. helps staff develop new skills? A | K.Customer Service |
| 12. sends products to the customer? J | L.Financial services |
| 13. buys media space? N | M-Quality |
| 14. recruits new staff? E | N.Advertising |
| 15. sends representatives to visit customers? G | O.Maintenance |