

## Departments Working Together

Unscramble the anagrams below.

- kerngMati .....
- mauHn eurescsOR .....
- Pruntidcoo .....
- ITC .....
- dratminiAtions .....
- laesS .....
- Faceinn .....

Functions in a business depend on each other to do a good job. If one function starts to make mistakes it will have an impact on other functions – look at the table below and match the action to the consequences.

Action	Consequence
If <b>finance</b> didn't pay peoples wages on time	the business could go bankrupt as each department spent more money than the business had available.
If finance didn't manage how much was spent by each department	there would be no finished goods for the sales department to sell.
If the <b>ICT</b> department allowed the computers to breakdown	the business wouldn't be able to target the right customers with their advertising and sales would fall.
If the <b>production</b> department went on strike	sales would fall and the business might go bankrupt.
If the <b>human resources</b> department did not train staff	communication in the business would be affected and the business would be less efficient.
If the ICT department didn't give everyone an e-mail account	people would leave their jobs and the business might fail.
If the <b>marketing</b> department didn't do any market research	no one would know what they were doing and mistakes would be made.
If the <b>sales</b> staff told customers that a competitors product was cheaper and better quality	the other departments would have not computers. Admin would not be able to write and send letters, marketing could not produce posters and human resources could not give people a contract.