

## VOCABULARY ACTIVATOR

- 1 **COMPLETE** the sentences with the correct form of one of the words or expressions in the box.

pay • cash machine • debit card • fixed-rate •  
variable rate interest • fill in a cheque • open a bank account •  
online banking • borrow • bank statements • withdraw money

- 1 My parents ..... for me on my 18<sup>th</sup> birthday and now I can ..... whenever I want from the ..... by using my .....
- 2 'We had to ..... a considerable sum of money from the bank when we bought our house.' 'Really? Did you get a ..... or ..... ?'
- 3 'How often do you receive ..... ?' 'I get them through ..... . They don't send them by post any longer.'
- 4 This is the first time I ..... . Can you show me how to do it? I have to ..... for my university fees.

- 2 **MATCH** the departments in companies and organisations (1-8) to their definitions (A-H).

- 1 ☐ Human Resources / Personnel Department
- 2 ☐ Marketing
- 3 ☐ Product Design
- 4 ☐ Research and Development
- 5 ☐ Sales Department
- 6 ☐ Customer Services
- 7 ☐ Finance / Accounting Department
- 8 ☐ Production / Manufacturing Department

- A The division of a business that is responsible for selling products or services.
- B It is directed towards the innovation, introduction, and improvement of products and processes.
- C It is responsible for preparing the financial statements and managing money.
- D The assistance and advice provided to the people who buy.
- E The management process through which goods and services move from concept to the customer.
- F It is responsible for making products or services.
- G It deals with the employing, training and administration of the staff.
- H It is a major aspect of new product development according to what the customers want.