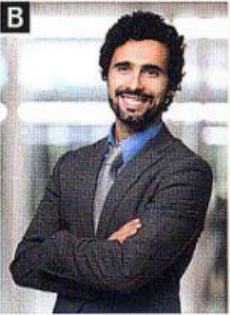


► 4.1 Listen to three people receiving visitors from other departments in their company. Complete the table with the names of the departments.

Person			
Works in			
Usually works with			
Meeting today with			

► 4.1 Listen again and complete sentences 1–5.

- 1 We work closely with the Accounts Department.
- 2 I have a meeting today with Anna Neves in IT, who's responsible for all our software.
- 3 He's the person in charge of purchasing for the whole company.
- 4 I have frequent meetings with all the different departments.
- 5 I work closely with the HR Director.

1 Match speakers 1–10 to departments a–j that they work in.

- 1 'When we checked, we found that several products were in the wrong boxes.' d
- 2 'We invoiced you in June but we never received your payment.' g
- 3 'The CEO is asking us to recruit a new Assistant Manager.' h
- 4 'We manufacture over 50 different products in this factory.' e
- 5 'I'm sorry, but we don't have the money to increase your department's budget.' f
- 6 'If we offer them a 5% discount, I think they'll sign the contract.' a
- 7 'Can you phone three or four suppliers and see who offers the best price?' j
- 8 'They say they're unhappy with their order. I'll call them and try to resolve the problem.' b
- 9 'We need to dispatch the order before Friday.' c
- 10 'Your computer doesn't work? I'll come and have a look.' i

- a Customer Service
- b Logistics
- c Accounts
- d Quality Control
- e Production
- f Finance
- g Human Resources
- h Sales
- i IT
- j Purchasing

2 Choose the correct word in *italics* to complete sentences 1–5.

- 1 We have a lot of contact *to / on / with* the Finance Department.
- 2 She's in charge *to / of / for* the Logistics department.
- 3 The Sales Manager reports *with / to / at* the Sales and Marketing Director.
- 4 The IT Manager is responsible *for / of / to* developing new software solutions.
- 5 I work closely *by / from / with* the Human Resources Department.