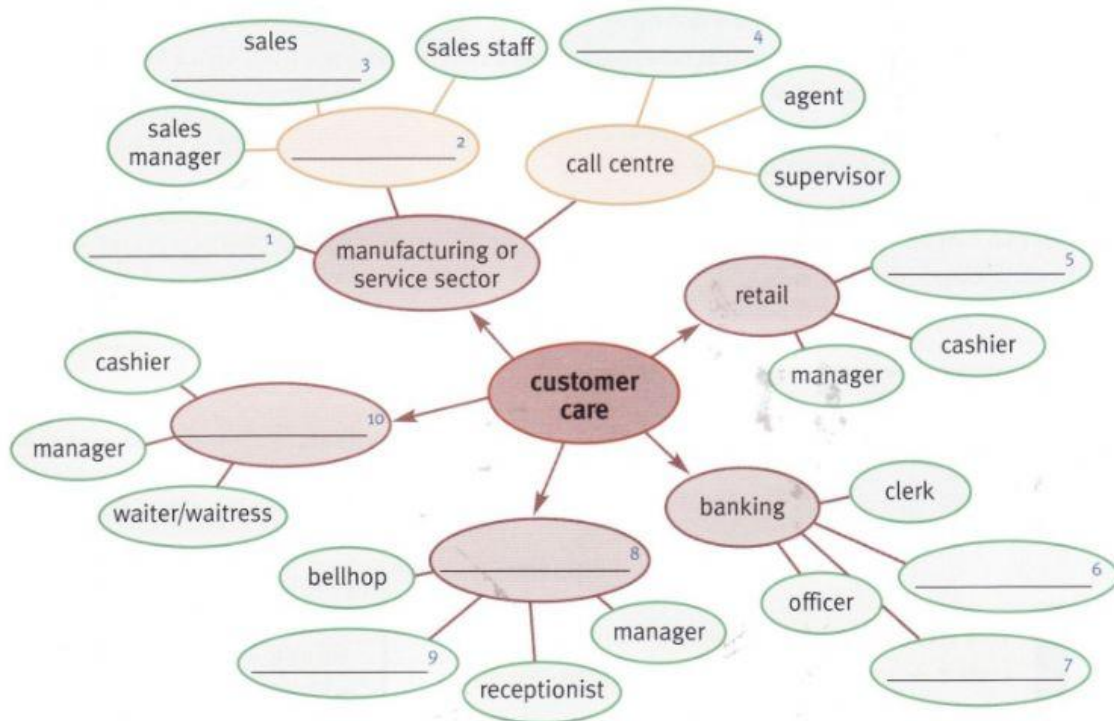


**4 Complete the spidergram on customer service-centred businesses and jobs with words from the list.**

cashier • concierge • hotel • order entry clerk • receptionist • representative • restaurant • sales • shop assistant • teller



**Is your job or business area on the spidergram? If not, add it. Can you add another customer care position?**

**5 Now find people in the spidergram that complete the statements below. More than one answer is possible in each case. Compare your answers with a partner.**

- 1 \_\_\_\_\_ deals with customers in person.
- 2 \_\_\_\_\_ is responsible for helping customers choose the right product.
- 3 \_\_\_\_\_ handles customer questions or problems over the phone.
- 4 \_\_\_\_\_ takes care of after-sales service.
- 5 \_\_\_\_\_ processes product orders for customers.
- 6 \_\_\_\_\_ often has to write to customers.