

1- Type "J" on the seven words that are *jobs*, and "O" on the other words.

human resources ____

customer services ____

IT ____

purchaser ____

CEO ____

purchasing ____

director ____

R&D ____

manager ____

accountant ____

logistics ____

technical support ____

finance ____

consultant ____

specialist ____

2- Type in the correct words to complete the sentences.

Logistics - Purchasing - Finance - IT - Production - Quality Control

- 1- Bob works in the _____ Department. He checks for defects.
- 2- Viktor's in the _____ Department. He maintains our computer systems.
- 3- Mary is responsible for making the products. She works in the _____

Department.

- 4- Chris is in the _____ Department. She deals with the money.
- 5- Lee works in the _____ Department. He arranges product transport.
- 6- Hank buys things from suppliers. He's in the _____ Department.