

Amy Johnson is carrying out an interview with the employees of Zion Company. Complete the names of departments where these people work.

Amy: What do you do, Mark?

Mark Samson: I'm the head manager of the _____ Department in our company. I deal with deliverers and organize transport of **goods** to many places. I contact drivers, coordinate routes and lead them to their destinations.

Amy: Do you sometimes work **overtime**?

Mark Samson: Yes, I sometimes do. I need to stay longer to make sure the transport goes well.

Amy: What do you do?

Susan McKinley: In my department we check if the products are not **faulty**. It's very important so that all the items are perfectly-produced. We manufacture thousands of car components every day but we need to keep them of the best **quality**.

Amy: Are you responsible for your department?

Susan McKinley: Yes, I'm the head of _____ Department.

Amy: What are you responsible for, Tom?

Tom Kowalsky: In my _____ Department we **hire** new workers. We participate in an **onboarding** process. We welcome new employees to our organization and walk them through the basics of our company.

Amy: What time do you start your work?

Tom Kowalsky: Well, at 8:00 but we finish at 2 or 3 p.m. There's a lot of work in my department.

Amy: What do you do, Mary?

Mary Jenkins: I'm the head **accountant** in the _____ Department in our company. I deal with money. I prepare special financial statements and reports. We also prepare budget for the whole year and manage different bank operations. My job is very responsible.

Amy: Do you sometimes work **overtime**?

Mary Jenkins: Yes, especially at the end of the year. We usually have a lot of work in December and January.

Check these words from the text.

zatrudniać -

towary -

nadgodziny -

wadliwy -

jakość -

proces wdrażania do firmy -

księgowy -