

Choose the correct verb to describe the departments' activities.

- 1 I'm in the Customer Services Department. Customers *support / contact* me every day and I *deal with / 'm responsible for* their questions and problems.
- 2 The IT Department *develops / is responsible for* the computers in all the offices.
- 3 The R&D Department *organizes / develops* new products and the Production Department makes them.
- 4 I work with Guilherme in the Finance Department. Sometimes he asks me to *check / support* his work for him. He doesn't want to make any mistakes!
- 5 The Marketing Department *checks / promotes* the products.
- 6 In the HR Department we *contact / support* the employees and *organize / check* the recruitment of new staff.