UNIT 4 – ORGANIZATION
Match 1-11 with a-k

1	2	3	4	5	6	7	8	9	10	11

1 R&D
2 Customer Services
3 Human Resources
4 Sales and Marketing
5 Production
6 Finance
7 Administration
8 Legal
9 Logistics
10 Public Relations
11 IT

a) deal with complaints
b) draw up contracts
c) carry out research
d) train staff
e) run advertising campaigns
f) issue press releases
g) operate assembly lines
h) prepare budgets/ accounts
i) keep records
j) transport goods and
k) install and maintain systems equipment

LIVEWORKSHEETS