

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