

UNIT 4 – ORGANIZATION

Match 1-11 with a-k

1	2	3	4	5	6	7	8	9	10	11

1 R&D

5 Production

9 Logistics

2 Customer Services

6 Finance

10 Public Relations

3 Human Resources

7 Administration

11 IT

4 Sales and Marketing

8 Legal

a) deal with complaints

e) run advertising
campaigns

i) keep records

b) draw up contracts

f) issue press releases

j) transport goods and

c) carry out research

g) operate assembly lines

k) install and maintain
systems equipment

d) train staff

h) prepare budgets/
accounts