

→ FILL IN THE GAPS USING THE WORDS FROM THE VOCABULARY LIST

In a company, various departments work together to ensure smooth operations. The finance department is responsible for managing the company's _____ and _____. They create the _____ to plan and control financial resources.

The HR department handles _____ and _____ of employees. They also _____ new talent to fill open positions. Additionally, HR is _____ for employee welfare and _____.

The operations department oversees the _____ of goods. They coordinate with the _____ to ensure timely _____ of raw materials. Once the products are ready, they _____ them to the customers.

The maintenance team is crucial for the upkeep of equipment and facilities. They ensure everything is in working order to avoid any interruptions in the production process.

Managing a business also involves working with various _____. The purchasing department is in charge of _____ necessary materials and supplies.

All these departments must work together efficiently to maintain a successful business.

Vocabulary List:

- income
- expenditure
- maintenance
- responsible
- support
- hiring
- firing
- recruit
- manufacture
- purchase
- dispatch
- people
- supplier
- budget