

DEPARTMENTS IN A COMPANY

Choose one of the departments in the box and match it with the right picture and duty.

Production Department	Finance Department	IT Department
Customer Service Dept	Sales Department	Marketing Department
Human Resources Dept	R&D department	Public Relations Department
Dispatch Department	Purchasing Department	Administrative Department

a) This department advertises products and prepares them for the market.

b) This department hires employees, pays salaries and fires workers.

c) This department manages the company's money and accounts.

d) This department makes the company's products.

e) This department buys the things the company needs.

f) This department develops new products and improves existing ones.

g) This department finds customers and sells products.

h) This department manages computers and computer systems and helps users with problems.

i) This department helps customers and answers their questions to keep them happy.

j) This department helps the Board of Directors.

k) This department builds a good image for the company.

l) This department packs and sends products to customers.