

ORGANISATION CHART

Think about the ways in which companies are organised into departments with different responsibilities. Do you know the names in English of the people in charge and how to talk about their responsibilities? If not, try to find out and then make your own chart similar to the one below.

Below you will see a chart showing the way in which a company could be organised. In some cases, a word is missing from the chart. Find the correct word from the following list and write your answers into the correspondent box.

Accountant Administration Advertising Board Control Head Innovation Mail	Manager Managing Market Personnel Processing Recruitment Salaries Stock
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Shareholders

1. _____
of Directors

2. _____
Director

