Business Result Elementary

Student’s Book Answer Key

7 | Departments

Working with words

1

2 Finance Director  3 Commercial Manager  4 Logistics Manager

2

Profile 2
a checks
b ‘s in charge of

Profile 3
a develop
b ‘s responsible for

Profile 4
a deals with
b control

3

1 deal with
2 is responsible for

3 controls
4 develops

5 check

4

Possible answers

Teachers check students’ work. / Teachers are responsible for their students.
An engineer controls projects. / An engineer deals with projects.
Team leaders manage the team. / Team leaders are in charge of a team.
A production manager is responsible for the factory. / A production manager checks the machines in the factory.

5

Possible answers

Finance deals with money.  HR works with other departments.
Sales works with customers.  Marketing organizes information.
IT is responsible for computers.  Customer Services deals with customers.
R&D develops products.  Production checks machinery.

6

1 deals /zl/
2 plans /zl/
3 organizes/izl/

4 products /zl/
5 departments /zl/
6 computers /zl/

7 controls /zl/
8 develops/izl/
9 resources /izl/

Language at work

1

The security cabin is on the right, not the left.
Practically speaking

1 This 2 Those 3 These 4 that

Business communication

1 a visitor’s pass 2 no 3 Diego is in charge of Production.

Possible answers to 3

- Who is responsible for … ? Are you in charge of this department?
- What do you produce here? How many do you produce a day?
- What’s over there? Do you ever close (for holidays)?
- Is there a canteen for staff? Do you export these products?
- What do you do in this part of the factory / building?

Case study

Discussion

1 – 3

1 The old offices didn’t have many meeting spaces. The new offices have open spaces for meeting.
2 The staff work in small offices so they can concentrate when they need to.
3 The new design connects different departments by stairs and meeting areas between floors.