

## UNIT 3: Work Placement

**Task 3:** Complete an organization chart (CO /EE)

*New Touchdown, Delagrave*

**Tools:** Vocabulary of the audio document :

An organization chart in a department store.

- chairman
- head buyer
- head of the finance department
- sales manager
- accounting manager
- personnel manager
- director of the production department
- secretaries
- accountants
- receptionist
- personal assistant