Student’s name …………………………………………………………………………………………student’s code:…………………………………………

Homework #1 Fill the banks with one suitable word. Translate into Vietnamese. Which departments do they belongs to?

*assistants; clients; contracts; expenses; materials; plan; recruit; role; suppliers; technical*

A. My (1)...............is to make sure that all the project managers have the support they need for (2).......................and equipment. We have a fleet of vehicles which the project managers and site managers use, and I also liaise with many different suppliers.

B. There are only five people in my department, two lawyers and three (3)............................. We handle all the (4)................................and claims.

C. My department works with all the other departments. The project managers work for me, but the people in the project teams come from the other departments. These teams change as the project goes through different phases.

D. Our main role is to work with the clients and our management to (5)....................the projects and work out costs. We also help to look for new clients.

E. Our main task is to look after all the income and outgoings in the company. So we send out the bills to our (6)...............................and pay the (7)...........................

F. We are the (8)...........................department. We do the maths and make sure that things work the way they should. We work a lot with Operations and also Business Development.

G. We help to (9)............................new staff and deal with training and development. We are also responsible for paying (10)...................................and paying wages and salaries.