**ORGANIZATION STRUCTURE**

Based on the organization chart below, complete the sentence with the right phrases provided on the box. Each phrase can be used more than one.

Advertising Officer

Mr. Arty

Sales Officer

Ms. Free

Personnel Manager

Mr.Caring

Sales Manager

Ms. Friendly

Finance Manager

Mrs. Cash

Production Manager

Mr.Planning

MANAGING DIRECTOR

Mr. Happy

Is responsible is assisted/supported is in charge

Is accountable under reports headed takes care

1. Mr. Happy *…………………….*for running the company.
2. *…………………….*the sales Manager, there are two divisions.
3. Ms. Friendly *…………………….*Ms. Free and Mr. Arty.
4. Mrs. Cash is *…………………….*in Finance Department.
5. Mr.Caring *…………………….*Mr.Happy.
6. Mr.Planning *…………………….*to Managing Director
7. The company *…………………….*Mr.Happy.
8. Ms.Friendly , Mr.Caring,Mrs.Cash, and Mr.Planning are *…………………….*by Mr.Happy.
9. Ms.Friendly *…………………….*of handling orders.
10. The Personnel Manager *…………………….*of Staff condition.