

## ① Fill in the gaps with the right words!

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apprentice apprenticeship break room conference room copper workshop  
electrical design equipment final-assembly metal workshop overtime  
pre-assembly production shift work showroom switchgears testing section  
wiring working climate

Laura is in her first year of her [ ] . She already has worked in [ ] where they make the products. There they have the [ ] for the first steps of the process and the [ ] for the last steps of putting together the products. She also has worked in the [ ] where she learned how to saw and drill into metal sheets. Next she will learn how to do [ ] on practice installation boards in the [ ] . This is closely located to the [ ] where they check with they're electrical [ ] whether the components in the [ ] work. When she first saw those being presented in the [ ] she thought they were just metal cabinets.

During the breaks, Laura very often chats with her colleagues in the [ ] . This is also being used as the [ ] when there are meetings. All her colleagues have been nice so far, so the [ ] is great. So are the working hours as she doesn't have to work [ ] or do [ ] . This might change when she is done being an [ ] .

Laura will soon start in the [ ] department where they come up with all the electrical plans.

② **Connect the right answers!**

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- |                          |   |  |  |
|--------------------------|---|--|--|
| Quality Control          | 1 |  | dealing customer problems                  |
| Accounts                 | 2 |  | organizing production schedules            |
| IT                       | 3 |  | handling finances                          |
| Research and Development | 4 |  | distributing the products to the customers |
| Logistics                | 5 |  | checking that the products are not damaged |
| HR                       | 6 |  | developing new products                    |
| Customer Service         | 7 |  | maintaining the computer network           |
| Production Planning      | 8 |  | recruiting and training new employees      |
| Purchasing               | 9 |  | buying the raw materials                   |

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Note