

VOCABULARY - PHRASEOLOGY - GRAMMAR

1 Match these types of business organisation to the correct definition.

- | | |
|---------------------------|---|
| 1 sole trader | a <input type="checkbox"/> An enterprise with shares which cannot be sold to the public or quoted on the Stock Exchange. |
| 2 partnership | b <input type="checkbox"/> An organisation, often with ethical beliefs, owned and managed by its members. |
| 3 private limited company | c <input type="checkbox"/> A company, often fairly small, which operates in the global market from its start-up. |
| 4 public limited company | d <input type="checkbox"/> An agreement where two or more people, often in the service sector, share the costs and risks of a business. |
| 5 cooperative | e <input type="checkbox"/> An enterprise with a share capital of at least £50,000 which can be quoted on the Stock Exchange. |
| 6 franchise | f <input type="checkbox"/> A large organisation which has its headquarters in one country and branches and subsidiaries in many others. |
| 7 multinational | g <input type="checkbox"/> A business which is owned and controlled by one person. |
| 8 micro-multinational | h <input type="checkbox"/> An agreement to use and sell an existing brand or product by paying a fee. |

2 Complete this covering letter.

Dear Ms Perkins,

I would like to apply for the (1) _____ of administration assistant which you (2) _____ in the *Evening News* on 30th January.

I have a (3) _____ in Business Studies and I enjoy working as part of a (4) _____.

Please find enclosed a copy of my (5) _____ with further (6) _____ of my qualifications and skills.

I (7) _____ forward to being invited for an (8) _____.

Yours sincerely,

3 Choose the correct option.

- Hurry up! It's already 8.55 a.m. and the meeting starts at 9! We _____ late.
A are being B will be C are going to be
- I want to change job. I _____ a recruitment agency to see what is available.
A will contact B am going to contact C am contacting
- The financial advisors think the IPO _____ before the end of the year.
A happens B will happen C is happening
- 'I can't understand these instructions in Spanish.' 'Just a minute, I _____ you.'
A 'll help B 'm going to help C help
- John and I _____ at 1 p.m. on Friday for lunch. Would you like to join us?
A meet B will meet C are meeting

4 Complete these sentences with the correct form of the verbs in brackets.

- If the government _____ (privatise) the health system, many people _____ (not be able to) afford healthcare anymore.
- The company _____ (hire) more staff if business _____ (continue) to grow.
- It _____ (become) more difficult to find a job if the market _____ (not improve).
- If sales _____ (not get) better, we _____ (have to) close down one of our factories.
- The directors _____ (not accept) the takeover bid unless the employees _____ (agree) too.