

## 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.