

Complete the text using the words in the box. There are two extra words.

sector • customers • operate • organisation  
regional • areas • director • small • number • large

A business is an (1) \_\_\_\_\_ that offers goods or services to (2) \_\_\_\_\_. We can classify them by geographical (3) \_\_\_\_\_ or sizes.

Geographically, business can (4) \_\_\_\_\_: local, (5) \_\_\_\_\_, national or multinational.

Its size depends on the (6) \_\_\_\_\_ of employees.

There are micro-business (1-9), (7) \_\_\_\_\_ business (10-49), medium-sized business (50-259) or (8) \_\_\_\_\_ business (250+).



Write the correct name of each employee.

- a The person who makes the most important decisions. \_\_\_\_\_
- b The person who reports to the CEO and leads a department. \_\_\_\_\_
- c The person who organises the daily activities of the department. \_\_\_\_\_
- d The person who is responsible for a team and who reports to a manager. \_\_\_\_\_