



UNIT 2: FURTHER PRACTICE



2.3.1 Find words in the text that match with the following meanings.

1. It is known as a special interest group that uses various forms of advocacy in order to influence public opinion and ultimately policy.
2. An amount of money that is invested in or is used to start a business
3. All the financial benefits including pay, insurance, vacation time, free medical treatment, retirement plan, child care, maternity leave, hotel stays, allowances and incentives available to an employee from his employer.
4. The rate at which a worker, a company or a country produces goods, and the amount produced, compared with how much time, work and money is needed to produce them
5. A plan of how to compensate employees for their work efforts

2.3.2 Match a verb in A with a suitable noun or noun phrase in B.

A	B
1. apply for	a. social welfare
2. recruit/ appoint	b. a job
3. attend	c. a manager
4. email/send	d. an interview
5. employ/train	e. an application form
6. ensure	f. workers
7. promote	g. trade

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2.3.3 Circle the best answer among A, B, C, D.

1. Which organizations are non-profit businesses?

A. social service agencies

B. advocacy groups

C. Mitsubishi Group

D. A & B are right.

2. Common business operation divisions include _____.

A. marketing

B. HRM

C. finance

D. All are right.

3. _____ are responsible for recruiting new employees to replace those who leave and for filling newly created positions.

A. HRM specialists

B. Marketing managers

C. Financial officers

D. Production managers

4. Selling ownership, granting, monitoring and collecting on credit or loans are the common _____ activities.

A. production

B. financial

C. HRM

D. marketing

5. All businesses must have enough capital _____ hand to pay their bills.

A. on

B. for

C. of

D. at

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