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The words 1–8 are all people who have some connection with business. Match the words with the definitions a–h.

1 stakeholder _____	a a person who is responsible for running part of or the whole of a business organisation
2 entrepreneur _____	b the person who got an institution, organisation, or building started or caused it to be built, often by providing the necessary money
3 founder _____	c a person who helps another person in their work
4 auditor _____	d the person or organisation that you work for
5 employer _____	e a person who has an interest in a company's or organisation's affairs
6 employee _____	f an accountant who officially examines the accounts of organisations
7 manager _____	g a person who sets up businesses and business deals
8 assistant _____	h a person who is paid to work for an organisation or for another person

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CD2

You are going to hear someone talking about a department restructure and the other changes in the company. Listen and complete the questions 1–3 in the table. Write NO MORE THAN THREE WORDS AND/OR A NUMBER for each answer.

Sales Team	Human Resources Team	Product Development Team	IT Support Team
Gary Wilson	Linda French	Zoe Green	Ian Smith
<ul style="list-style-type: none"> • Increase business with existing clients • Find new clients 	<ul style="list-style-type: none"> • Recruit 20 new sales staff • Appoint an internal 1 _____ to the manager of each team 	<ul style="list-style-type: none"> • Research competitor products • Create 2 new product 2 _____ this year 	<ul style="list-style-type: none"> • Ensure all clients receive follow up calls • Improve package for 3 _____

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You are going to hear a marketing manager talking to his staff. Use the question-making technique you learned in Exercise 7 and prepare to listen to the recording.

Now listen and answer questions 1–4.

Which advertising methods will the company be using for its different products?

a Newspapers
b Television
c Internet

1 Children's toys	_____
2 Baby clothes	_____
3 Maternity clothes	_____
4 Baby food	_____

SECTION 2 QUESTIONS 1–3

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Complete the table below. **WRITE NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

Overview of Benchmark Consulting

2000	Founded by James Cox	First office in Melbourne	Established new 1 _____
2006	Fred Montgomery	Opened the Perth office	Increased revenue to 2 _____
2008	Sold to TFB Group Ltd for \$10 million	Created new 3 _____ in Sydney	Contract with Australian government

QUESTIONS 4–6

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In which city A–C are the company's functions in 4–6 located?

- A Sydney
- B Perth
- C Melbourne

4 Marketing _____
5 Staff training _____
6 Administration _____

QUESTIONS 7–10

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CD2

Complete the summary below. **WRITE NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

Benchmark Consulting – company vision for the future

Over the next five years, Benchmark Consulting will create two 7 _____ companies in order to increase business with European and Asian organisations. In all departments, more 8 _____ will be recruited over the next year, and to ensure Benchmark Consulting is a good choice for potential employees, salaries for staff will be raised by 9 _____. Staff who will have to move to a different city following the restructure will receive a 10 _____ to assist with expenses.