

Name: _____ Date: _____

The Professional Office Worker

Fill in the Blank Worksheet

Instructions: Complete each sentence with one of the words or phrases in the box below.

Balance sheet	governmental	organization chart
businesses	corporation	employee empowerment
income statement	middle management	not-for-profit entity
profit	senior management	sole proprietorship

1. Organizations are categorized as _____, not-for-profit entities, or _____ units.
2. A business owned by one individual is a(n) _____.
3. Businesses are organizations that seek to make monetary gain called _____.
4. A business organized under the laws of a particular state for which a charter was secured is a (n) _____.
5. The Red Cross is an example of a(n) _____.
6. A report that presents the financial condition of a company as of a specific date is called a (n) _____.
7. Many organizations prepare a(n) _____ that shows personnel positions in hierarchical order.
8. Those persons who provide direction in carrying out the policies of the board of directors of a company are identified as _____.
9. Enabling employees to make decisions on their own is called _____.
10. Managers and supervisors who direct day-to-day activities of the organization are referred to as _____.

Total marks [10]