

Market Leader Pre-Intermediate

A. Business Functions Fill-in-the-Blanks

Instructions: Fill in the blanks with the correct words from the following word bank:

Production	Finance	Customer Service
Management	Research and Development	Human Resource
Sales and Marketing		

1. The _____ department is responsible for promoting products and increasing sales through advertising, promotions, and market analysis.
2. The _____ team handles budgeting, accounting, and the tracking of income and expenses.
3. The _____ department oversees the planning, organizing, and coordinating of business activities to ensure smooth operations.
4. Hiring, training, and employee relations are handled by the _____ department.
5. The _____ department focuses on turning raw materials into finished products efficiently and effectively.
6. New product innovation and improving existing products are the main responsibilities of _____.
7. The _____ team provides assistance and support to customers before, during, and after a purchase.

B. Multiple Choice

Instructions: Choose the correct word or phrase from the options to complete each sentence.

1. After ten years in finance, she decided to take a one-year _____ to travel and learn new skills.

- a) career plan
- b) career break
- c) career ladder

11. You can call Peter a _____. He is currently sending out his resume to several companies hoping to get hired.

a) job seeker b) recruitment c) ambitious

12. Aside from _____ a nine-to-five job, she also _____ part-time work to earn enough to pay off her family's debts.

a) making - makes
b) working - bonus
c) working - does

13. The HR team is in charge of the _____ process to find new employees.

a) recruitment b) career break c) career ladder

14. He hopes to _____ in real estate and retire early.

a) make progress b) make a fortune c) get a pension

15. The _____ includes moving from entry-level to senior-level roles.

a) career ladder b) job seeker c) work anti-social hours

16. Nurses often have to _____, including nights and weekends.

a) make a living b) get ahead c) work anti-social hours

17. It's important to have a clear _____ so you know what steps to take for your future job goals.

a) career plan b) career break c) faux pas

18. At the end of the year, all employees _____ a huge bonus for their excellent performance.

a) take
b) get
c) work