

1. Read the sentences and choose the correct word.

- It is a good idea to **compare** / **open** / **invest** prices.
- Businesses often train **prices** / **employees**.
- Entrepreneurs can offer **services** / **managers**.
- Team members report to a **manager** / **money** / **product**.
- We can **open** / **invest** our money.
- Employees **offer** / **earn** / **open** a salary.

2. Read the sentences and decide if they are true or false.

A plan is not important before you open a new business.

You need to decide what things you need to buy before you open.

The business' location is not important.

You only need two or three employees to begin.

It's a good idea for your products or services to be different from others that already exist.

You don't need to think about ongoing costs; you can do that later.

You can look for investors to give you start-up money.

Banks never give entrepreneurs loans to start a business.

3. Match the words with their definitions.

- | | |
|--------------|--|
| Currency | - The employees or people who work in a business |
| Business | - A system of money use in a specific country |
| Entrepreneur | - An organisational chart that shows how a business organise its employees with levels |
| Staff | - A person who sets up a business |
| Organogram | - An organisation that offers goods or services to customers |

4. Match and number from top (1) to bottom (5) of a business organogram.

☐ A manager	oversees the business and makes the most important decisions.
☐ A team	reports directly to the CEO.
☐ The CEO	organises the activities of the department and is responsible for his/her team.
☐ A supervisor	reports to his/her manager.
☐ A director	is made up of employees who report to their manager.

5. Match the size the different businesses with their number of employees.

- | | |
|-------------------------|-----------------------|
| - Large business | 10 to 49 employees |
| - Medium-sized business | 250 or more employees |
| - Small business | 1 to 9 employees |
| - Micro business | 50 to 249 employees |