

### SECTION 3 Questions 21 - 30

#### Questions 21 – 23

Choose the correct letter, A, B or C.

21 What kind of business is managed in small or home companies?

- A medium-size enterprise
- B family member company
- C individual business

22 What two groups did Robert compare with each other?

- A rural and urban
- B the old and the young
- C male and female

23 What is the main problem a small company faces?

- A marketing and finance
- B accounting and economy
- C business and marketing

**Questions 24 – 30**

Complete the sentences below.

Write **NO MORE THAN THREE WORDS** for each answer.

- 24 The other two topics the tutor mentions are \_\_\_\_\_ and managing.
- 25 What a top manager should be targeting is to recognise \_\_\_\_\_ and filter responsibility.
- 26 When employees do not agree with the target, employers should deal with them by cooperating, compromising and \_\_\_\_\_.
- 27 The department which is responsible for finding the best staff is \_\_\_\_\_.
- 28 When all workers are following the rules and policies in the company, an employer would give them \_\_\_\_\_.
- 29 The responsibility of the CEO is \_\_\_\_\_ every worker's thoughts as well as \_\_\_\_\_ the organisational culture.
- 30 The balance between staff and manager \_\_\_\_\_.