

Complete the text using the words in the box. There are two extra words.

sector • customers • operate • organisation
regional • areas • director • small • number • large

A business is an (1) _____ that offers goods or services to (2) _____. We can classify them by geographical (3) _____ or sizes.

Geographically, business can (4) _____ : local, (5) _____, national or multinational.

Its size depends on the (6) _____ of employees.

There are micro-business (1-9), (7) _____ business (10-49), medium-sized business (50-259) or (8) _____ business (250+).



Write the correct name of each employee.

- a The person who makes the most important decisions. _____
- b The person who reports to the CEO and leads a department. _____
- c The person who organises the daily activities of the department. _____
- d The person who is responsible for a team and who reports to a manager. _____