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EXAM FIRST TERM



NAME:		COURSE:	FIRST	Grade: / 10
TEACHER:	Lcda. Karina Montoya D.	GROUP:	ACCOUNTING	
SUBJECT:	Technical English applied to Business	DATE:		

Instructions:

- ✓ Read the test carefully before answering.
- ✓ Do not borrow or lend any materials during the test.
- ✓ Do not use correction fluid (white-out). Crossed-out or corrected answers will not be accepted.

Recuerde el Art. 42 del Reglamento de la LOEI, dice: "Prohibiciones y obligaciones. - Los miembros de la comunidad educativa tienen la expresa prohibición de cometer cualquier acto de deshonestidad académica, así como la obligación de reportar de manera oportuna de cualquier acto de deshonestidad académica del que tenga conocimiento."

1. TECHNICAL VOCABULARY

2.5 pts.

A. Which employee is mainly responsible for analyzing a company's financial performance?

0.50
each

- a.- Receptionist b.- Financial Analyst c.- Marketing Assistant

B. Which sentence correctly describes the organizational structure of a company?

- a.- The receptionist supervises the CEO. b.- The CEO manages the company.

- c.- The accountant reports to the customers. d.- The warehouse is the Human Resources Department.

C. Which employee usually prepares invoices and financial reports?

- a.- Accountant
c.- Sales Assistant
- b.- Receptionist
d.- Security Guard

D. The CEO is...

- a.- The company's highest manager.
b.- The newest employee.
c.- The receptionist.
d.- The warehouse assistant.

E. The Company Manager _____ supervising all departments.

- a) reports to b) is responsible for
c) answers to customers d) records transactions

2. READING: Read and choose the correct answer.

2.50
pts.
0.50
each

ABC Company has five departments: Accounting, Human Resources, Marketing, Logistics, and Customer Service. The Accounting Department prepares financial reports and records company transactions. Human Resources hires new employees and organizes training. The Marketing Department promotes products. Logistics controls inventory and deliveries. The company manager supervises all departments to make sure the business operates efficiently.

A. Which department hires new employees?

- a) Marketing
c) Human Resources
- b) Accounting
d) Logistics

B. Who supervises all departments?

- a) The receptionist b) The accountant
c) The company manager d) The secretary

C. Which department controls inventory?

a) Logistics
b) Marketing
c) Human Resources
d) Accounting

D. Which statement is TRUE according to the text?

a) Marketing records financial transactions.
b) Logistics controls inventory and deliveries.
c) Human Resources prepares financial reports.
d) The receptionist supervises the departments.

E. What is the main purpose of the text?

a) To describe the products of ABC Company.
b) To explain the departments and their functions.
c) To advertise job vacancies.
d) To introduce the company's customers.

3. Read and circle the correct.

A. Which formula is correct?

a) Total Value = Quantity $\times$ Unit Price
b) Quantity = Price $\times$ Manager
c) Unit Price = Department $\times$ Quantity
d) Total Value = Employees + Products

B. What is the Unit Price?

a) Total cost of all products.
b) Price of one product.
c) Employee salary.
d) Company profit.

C. Which person answers phone calls and welcomes visitors?

a) Receptionist
b) Financial Analyst
c) Warehouse Worker
d) Manager

D. Why is it important to update inventory records regularly?

a) To know the exact number of products available.
b) To answer phone calls
c) To create advertisements.
d) To hire new employees.

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