
Part 1: Vocabulary Matching

Draw a line from the word on the left to the correct definition on the right.

Term	Definition
CEO	D. The person at the very top of a company.
To Delegate	A. To give a task to another person.
Bribe	E. Giving secret money to get a favor (Illegal).
Department	B. A small group doing specific work (e.g., Finance).
Peak	C. The highest point on a chart or graph.

Part 2: True or False:

Circle **T** if the statement is true and **F** if it is false.

T / F : A "Weakness" in a SWOT analysis is something inside the company.

T / F : If sales "plummet," it means they are going up very fast.

T / F : "Transparency" means a company hides its secrets from the public.

T / F : A "Consensus" means that everyone in the group agrees.

T / F : "External" factors are things the company can easily control.

Part 3: Fill in the Blanks:

Use the words in the box to complete the sentences.

Conflict | Fluctuate | Hierarchy | Ethics | Pros and Cons

Our company has a tall _____ with many managers and supervisors.

We need to look at the _____ of this plan before we spend any money.

Good business _____ means treating your workers fairly.

During the meeting, there was a _____ because two people had different ideas.

Prices for oil often _____; they go up and down every week.

Part 4: Describing a Chart

Look at the description below and circle the correct word in the brackets.

“Last year was a strange year for our shop. In January, sales (*rose / fell*)  because of the New Year. However, in February, the numbers (*remained steady / plummeted*)  and went down very fast. By June, the situation was better, and the line on the graph was (*fluctuating / flat*) — which means it did not change much.”

Part 5: Short Answer (Real-Life Situations)

Management: You are a boss. Your team is tired and sad. What is one thing you can do to improve Motivation?

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SWOT Analysis: Imagine you own a Bakery. Give one example of a Threat (something outside the shop that is dangerous).

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Decision Making: You need to choose a new office. Name two Criteria (things you look for) to help you choose.

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Part 6: Case Study (Business Ethics)

Read the story and answer the question.

A company makes a toy that breaks easily. It is not dangerous, but it is not good quality. The manager wants to sell it anyway to make money fast.

Question: Is this an Ethical decision? Why or why not? (Use 2 simple sentences).

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