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1. It's so easy doing business with that company; they're so _____.
 - a) professional
 - b) slow to respond
 - c) bureaucratic
 - d) impersonal
 2. Rico coffee _____ the best coffee in the world.
 - a) production
 - b) producer
 - c) produces
 - d) product
 3. Which of the following abbreviations is the odd one out?
 - a) MD
 - b) CEO
 - c) PA
 - d) GMT
 4. Which of the following prefixes is used to change the word 'professional' to its opposite meaning, i.e. 'amateur'?
 - a) improfessional
 - b) unprofessional
 - c) disprofessional
 - d) misprofessional
 5. I didn't want a partner to work with me, I only wanted the capital investment, so I looked around for a _____ partner.
 - a) sleeping
 - b) sleepy
 - c) dormant
 - d) tired
 6. *Kinco Ltd*, the big toy producer, has been buying shares in its biggest competitor, *Games are Great* in an aggressive _____.
 - a) merger
 - b) joint venture
 - c) alliance
 - d) takeover

ANSWERS

Quiz topic: Doing business

1. It's so *easy* doing business with that company; they're so _____.

- a) professional**
- b) slow to respond
- c) bureaucratic
- d) impersonal

a) This company is very efficient and easy to deal with.

- b) This company will take a long time to get back to you.
- c) This company has too many rules!
- d) This company treats its customers coldly.

2. Rico coffee _____ the best coffee in the world.

- a) production
- b) producer
- c) produces**
- d) product

a) Production is the noun meaning the making of something.

b) A producer is the person who produces something.

c) Produce is the verb.

d) Product is the noun which means the finished goods or services.

3. Which of the following abbreviations is the odd one out?

- a) MD
- b) CEO
- c) PA
- d) GMT**

a) The MD (or managing director) is a person. Which abbreviation is NOT a person?

b) The CEO (or chief executive officer) is a person. Which abbreviation is NOT a person?

c) A PA (or personal assistant) is a person. Which abbreviation is NOT a person?

d) GMT stands for Greenwich meantime (the international time zone from London), the others are abbreviations for different people working in a company.

4. Which of the following prefixes is used to change the word 'professional' to its opposite meaning, i.e. 'amateur'?

- a) improfessional
- b) unprofessional**
- c) disprofessional
- d) misprofessional

a) This is not the correct prefix.

b) A company that is 'unprofessional' can also be described as 'amateur' or 'amateurish'.

c) This is not the correct prefix.

d) This is not the correct prefix.

5. I didn't want a partner to work with me, I only wanted the capital investment, so I looked around for a _____ partner.

- a) sleeping**
- b) sleepy
- c) dormant
- d) tired

a) A sleeping partner is someone who invests in a company but has no management role – this is sometimes known as a 'silent partner'.

b) What do we call someone who invests in a company but has no management role?

c) What do we call someone who invests in a company but has no management role?

d) What do we call someone who invests in a company but has no management role?

6. *Kinco Ltd*, the big toy producer, has been buying shares in its biggest competitor, *Games are Great* in an aggressive _____.

- a) merger
- b) joint venture
- c) alliance
- d) takeover**

a) When 2 or more companies are combined together, it is described as a merger.

b) When 2 or more companies work together on a project it is called a joint venture.

c) When 2 or more companies agree to work together in certain business activities, it is called an alliance.

d) When a company buys enough shares in another company to get control of it, it is called a takeover.

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