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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 World Coffees Ltd _____ 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:

1. It's so *easy* doing business with that company; they're so _____.
a) professional – This company is very efficient and easy to deal with.
b) slow to respond – This company will take a long time to get back to you..
c) bureaucratic – This company has too many rules!
d) impersonal – This company treats its customers coldly.

2. Rico World Coffees Ltd _____ the best coffee in the world.
a) production – Production is the noun meaning the making of something.
b) producer – A producer is a person who produces something.
c) produces – Produce is the verb.
d) product – Product is the noun which means the finished goods or services.

3. Which of the following abbreviations is the odd one out?
a) MD – The MD (or managing director) is a person. Which abbreviation is NOT a person?
b) CEO – The CEO (or chief executive officer) is a person. Which abbreviation is NOT a person?
c) PA – A PA (or personal assistant) is a person. Which abbreviation is not a person?
d) GMT – GMT stands for Greenwich Mean Time (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 – This is not the correct prefix.
b) unprofessional – A company that is 'unprofessional' can also be described as 'amateur' or 'amateurish'.
c) disprofessional – This is not the correct prefix.
d) misprofessional – 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 – A sleeping partner is someone who invests in a company but has no management role - this is sometimes known as a 'silent partner'.
b) sleepy – What do we call someone who invests in a company but has no management role?
c) dormant – What do we call someone who invests in a company but has no management role?
d) tired – 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 – When two or more companies are combined together, it is describes as a merger.
b) joint venture – When two or more companies work together on a project it is called a joint venture.
c) alliance – When two or more companies agree to work together in certain business activities, it is called an alliance.
d) takeover – When a company buys enough shares in another company to get control of it, it is called a takeover.

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