

First Worksheet: INTRODUCTION TO BUSINESS

1st TASK: Match what belongs together.

1. Business
2. Commerce
3. Commodity
4. Competition
5. Economy
6. Economics
7. Enterpriser/ entrepreneur
8. Enterprise
9. Goods
10. Labour
11. Laissez-faire
12. Merchandise
13. Sustainable development
14. Tax
15. Trade

- A.** Mandatory payment collected by the government to fund public services.
- B.** Economic and social growth that meets present needs without harming future generations.
- C.** The entire system of production, consumption and distribution of goods and services within a country or region.
- D.** Tangible products intended for sale and use.
- E.** Exchange of goods and services between people, regions or nations.
- F.** Human effort used in the production of goods and services.
- G.** An economic principle advocating minimal government interference in markets.
- H.** A raw material or basic product traded on markets, such as oil or coffee.
- I.** A person who starts and manages a business, taking financial risks in hope of profit.
- J.** Commercial items bought and sold, often in large quantities.
- K.** An organization that produces goods or provides services to make a profit.
- L.** Rivalry among firms seeking the same customers and markets.
- M.** The science that studies how society uses limited resources to produce and distribute goods and services.
- N.** All activities aimed at producing, selling or providing services for profit.
- O.** The system of trade and services that supports buying and selling of goods between businesses and nations.

2nd TASK: Translate.

1. Svobodné podnikání-
2. Vyváženost poptávky a nabídky-
3. Ekonomika volného trhu-
4. Konkurenční ceny-
5. Soukromý podnikatel-
6. Rodinný podnik-
7. Daň na luxusní zboží-
8. Předmět obchodu-
9. Ochrana duševního vlastnictví-
10. Spotřebitelská poptávka-

3rd TASK: Discuss.

- 1. *What are advantages and disadvantages of your profession? Discuss the following questions:***
 - a) Do you think that your profession is prestigious? If so, will it be prestigious in the future?*
 - b) How difficult is it to find a good work in your field?*
- 2. *How would you feel if you appeared in the following situations?***
 - a) You were suddenly made redundant.*
 - b) You receive a commission for the work you have done.*

4th TASK: In the following sentences, you will find faulty grammar.

For each sentence, identify any error.

1. Business people are sending more messages than ever before, that's why writing skills are increasingly important.
2. Your job interview with the manager and her will last for a hour.

3. Los Angeles is larger than any city on the West Coast.
4. If I were her, I would call the Lopezes' attorney at once.
5. Three employees will be honored, namely, Lucy Lee, Tony Waters, and Jamie Craig.

5th TASK: Translate.

1. vizitka-
2. mít na starost co-
3. Zůstaneme v kontaktu-
4. Sbohem!
5. schůzka, jednání-
6. to arrange-
7. to postpone-
8. schedule-
9. on behalf of sb-
10. to negotiate terms-

Questions for the next lesson on the topic:

BUSINESS ORGANIZATIONS AND COMPANY STRUCTURES

1. *What are the main differences between a sole proprietorship, a partnership, and a corporation?*
2. *How does the hierarchy in a typical company structure support effective decision-making?*
3. *What are the key roles and responsibilities of a board of directors in a corporation?*
4. *How can the organizational structure of a business affect communication and workflow?*
5. *What are the advantages and disadvantages of a flat organizational structure compared to a hierarchical one?*

