

Course No: DBUS 1205
Course Title: English for Business
Date: 26/11/2016
No. of Questions: (4)
Time: 1hours
Using Calculator (No)

University of Palestine

Second Mid Term Exam
First Semester
2016/2017
Total Grade:15 Marks

Instructor Name: _____
Student No.: _____
Student Name: _____
College Name Diploma College
Dep. / Specialist: _____
Using Dictionary (No)

Dear students,
The exam is composed of four questions.
They are all obligatory to be answered.

Question One: Complete the sentences with the suitable business terms. {5Marks}

- 1) (_____) Gathering of a board of directors to make decisions regarding the direction of a company.
- 2) (_____) The act of selling a product or service in return for money.
- 3) (_____) A formal statement of a set of business goals
- 4) (_____) a management of assets and liabilities in an efficient way.
- 5) (_____) The official written record of a meeting.

Question Two: What is the different between the selling concept and the marketing concept? {2Marks}

	Starting Point	Ends
Marketing		
Selling		

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Question Three: Use the following words to fill in the blanks : { 4Marks}

Dominant	A quorum	proposal	Retail
By laws	brand names	chairman	deadline

1. The conference registration has passed, the last day to register was yesterday.
2.is required at the board meeting in order for the board to vote on proposals.
3.provide structure and guidelines to boards to follow.
4. The..... for establishing a team- building program for employees was submitted to the board for review and approval.
5. Because theis the person who runs the meetings and leads the board, it is important that he or she be elected by the members of the board.
6. She wears only and all of her clothes must carry the table of well known designers.
7. stores buy their wares from the manufacturers and sell them directly to the customer.
8. The color red is more than white, so let's put the red shirts in front to attract more attention.

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Question Four: Translate the following from English to Arabic: {4Marks}

A. Conversation:

Kamal: Did you see the minutes of the last board meeting?

The bylaws were revised to reflect the company's new mission and vision.

Adel: The board has developed an ambitious strategic plan. I agree with the new focus.

Kamal: The problem is that the board did not have a quorum when the vote was held.

B. Business Terms:

Business Term	الترجمة
Tax	
Commission	
Chairman	
Brand name	

Good Luck

