

Course No: : MANE 1210 Course Title: Business Terms Date: 15 /03/2018 No. of Questions: (4) Time: 1 hour Using Calculator (No)	University of Palestine  Mid T. Exam (I) 2nd Semester 2017/2018 Total Grade: (15)	Instructor Name: Mr. Ahmed Al-Omari Student No.: ----- Student Name: College Name:----- Dep. / Specialist:----- Using Dictionary: (No)
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Answer the following questions:

Q 1: Put (T) for true statements and (F) for wrong ones:

No.	Information	T / F
1	A temporary job does not finish after a fixed period.	
2	Flextime system lets you work when you want, within certain limits.	
3	Paper qualifications are tests that assess intelligence and personality.	
4	The industrial action in which workers stop working for a time is a go-slow.	
5	A company may be called an enterprise to emphasize its risk-taking nature.	
6	Job insecurity is the feeling that employees may stay in their jobs for long time.	
7	Employment agencies are organizations defending the interests of workers.	
8	Companies become flatter by having fewer layers of management.	
9	Proactive person is someone who is good with numbers.	
10	An entrepreneur is someone who founds their own company.	

Q 2: Choose the correct answer to each of the following sentences:

1. Using outside companies to perform certain tasks is:
 - a. Downsizing.
 - b. Outsourcing
 - c. In-house training
 - d. Efficiency

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2. Getting people to donate money to the organization is:
 - a. Corporate culture
 - b. Fund-raising
 - c. Performance reviews
 - d. overtime
3. Due to the bad economy in Gaza, many people are:
 - a. away from work
 - b. off work
 - c. out of work
 - d. in work
4. The process of finding people for particular jobs is:
 - a. Recruitment
 - b. Restructure
 - c. Donation
 - d. retirement
5. An advice about finding another job is:
 - a. Stoppage
 - b. Outplacement
 - c. Job security
 - d. flexibility
6. A large company mainly owned by one person or family is:
 - a. Chambers of commerce
 - b. headquarters
 - c. non-profit organization
 - d. business empire
7. Large areas where many employees work together:
 - a. Partnership
 - b. open-plan offices
 - c. working in shifts
 - d. commercial land
8. a document explaining why applicants wanted the job is:
 - a. Payroll
 - b. Qualifications
 - c. Psychometric test
 - d. Cover letter

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9. If work is interesting and gives you positive feeling, it's:
 - a. Demanding
 - b. Leaner
 - c. Senior
 - d. Fascinating
10. Losing a job by doing something wrong is:
 - a. Delayered
 - b. Terminated
 - c. Voluntary
 - d. Turn down

Q 3: What is the appropriate term from the following?

1. People who have just left university. (.....)
2. The activity of producing, buying and selling goods and services. (.....)
3. Previous employers or teachers that candidates indicate in their job application. (.....)
4. All people on the company's payroll. (.....)
5. The ability to do something well, especially because you have learned how to do it. (.....)

Q 4: Correct the following sentences:

1. Amal has a **Full-time job**; she works from eight till four every weekend.
.....
2. My work is **exciting**; it involves doing the same things again and again.
.....
3. Omar is a **volunteer** journalist, he work for himself independently.
.....
4. As an employee, you can work your way up the career ladder by getting **demoted**.
.....
5. Ali is an **office worker**; he lives in Rafah and travels every day to his work in Gaza.
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Good Luck