Chapter 1

Basic Concepts in the Field of Commerce and Business

A- **Choose from a,b,c or d :**

1. **The Arabic meaning of the term "capital" is……..**
   a) **الموارد الطبيعة**
   b) **رأس المال**
   c) **المقايضه**
   d) **الاستهلاك**
2. **The Arabic meaning of the term "credit" is…….**
   a) **أئتمان**
   b) **دين**
   c) **فائده**
   d) **استثمار**
3. **The Arabic meaning of the term "globalization" is……..**
   a) **الكساد**
   b) **الماليه**
   c) **التوظيف**
   d) **العولمة**
4. **The Arabic meaning of the term "shares" is……..**
   a) **ارباح**
   b) **سندات**
   c) **أسهم**
   d) **أدوات**
5. **The Arabic meaning of the term "recession" is……**
   a) **ركود اقتصادي**
   b) **التخلف**
   c) **الاستهلاك**
   d) **الادخار**

6. **The English meaning of the term "سند مالي" is……**
   a) **Bond**
   b) **Share**
   c) **Capital**
   d) **Debt**
7. **The English meaning of the term "التوظيف" is……**
   a) **Dividend**
   b) **Employment**
   c) **Finance**
   d) **Interest**
8. **The English meaning of the term "الاستثمار" is……..**
   a) **Depression**
   b) **Investment**
   c) **Innovation**
   d) **Mortgage**
9. **The English meaning of the term "الربح" is……**
   a) **Demand**
   b) **Income**
   c) **Surplus**
   d) **Profit**
10. **The English meaning of the term "الاستهلاك" is…….**
   a) **Consumption**
   b) **Recovery**
   c) **Participation**
   d) **Production**

11- The following words provide the meaning of "company" except……..

   a- **Firm**
   b- **Corporation**
   c- **Institution**
   d- **Investment**

12- The synonymous of the word "local" is……..

   a- **International**

b- Domestic
c- Global
d- None of the mentioned

13- Which of the following provide the meaning of "profit" ?

a- Discount
b- Gain
c- Target
d- total

14- Which of the following provide the meaning of discount ?

a) Price
b) Surplus
c) Deficit
d) Reduction

15- The word that gives the opposite meaning of "demand" is……..

a) Public
b) Discount
c) Local
d) Supply

16- The word that gives the opposite meaning of "Private" is ……..

e) Public
f) Local
a) Natural
b) Expensive

17- The following words provide the opposite meaning of "Local" except ……..

a) Expensive

b) Private
c) Direct
d) None of the above

18- The word that provides the opposite meaning of "Revenues" is……..

a) Deposits
b) Exports
c) Imports
d) Expenses

19- The abbreviation " X " stands for ……..

a) Exports
b) Exchange Rate
c) Current Account
d) Taxes

20- The abbreviation " E " stands for…….

a) Employment
b) Exports
c) Exchange Rate
d) Imports

21- ……. is a process whereby the average price level in an economy increases over time.
a) Deflation b) Inflation c) Deficit d) Surplus

22- …….. are goods or services which are produced in a foreign country and purchased domestically.
a) Exports b) Imports c) Revenues d) Surplus

23- …….. is the quantity of goods or services which purchasers are willing to buy at a given price.
a) Supply b) Saving c) Demand d) Competition

24- Central bank is established at the …….. level .
a) International b) Global c) National d) Regional

25- Which of these should be included in the personal details section of CV?

a) Hobbies b) Qualifications c) Contact details d) Points of strengths

26- Companies may compete with each other for……

a) Customers b) Markets c) Capital d) All mentioned

27-Which of the following statements about Central bank is true ?

a) It is a private financial institution

b) It is established at the global level

c) It is controlled by the national government

d) None of the above

28-…….. is the study of aggregate economic indicators.

a)Macroeconomics b) Microeconomics c) Econometrics

d) Keynesian economics

29-…… products are products which are harvested directly from the natural environment.

a) Primary b) Intermediate c) Final

d) Both a and c

30- In the balanced budget……..

a)Revenues exceed spending

b) Spending exceeds revenues

c) Revenues equal spending

d) None of the above

31- Which of the following statements about central bank is wrong ?

a) Private financial institution

b) Established at the national level

c) Oversees the operation of the credit system

d) Lends money to commercial banks

32-……. is anything that is bought and sold for money .

a)Tax b) Commodity c) Commission

d) Debt

33- ……. products are products which are intended for final consumption.

a) Primary b) Intermediate c) Final
d) Both a and c
34- ……has correct spelling.
a)Emploenymt b) Cerdit
c)Bond d) Shears
35- ……has wrong spelling.
a)Debt b) Depression
c) Divedinds d) Finance
36- Find the odd word :
a) Experience b) Tool c) Machine
d) Building

36– Which of the following statements about International Monetary Fund is wrong ?

a- A local financial institution

b- Regulates financial relationships among countries

c- Ensuring free flow of finance

d-Established after World War II

37– Which of the following statements about International Monetary Fund is true ?

a- A local financial institution

b- Regulates financial relationships among countries

c- Ensuring free flow of finance

d-Both b and c

38– Which of the following statements about Central bank is true ?

a-It is a private financial institution

b-It is established at the global level

a- It is controlled by the national government
b- None of the above

39– Which of the following statements about central bank is wrong ?

a- A private financial institution

b- Established at the national level

c- Oversees the operation of the credit system

d- Lends money to commercial banks

B-Put(√) or a (X) :

1- The term “Deficit” is the synonymous of “Supply”.
2- The verb “Maximize” gives the same meaning of the verb “Increase”.
3- The words “Profit” and “earning” have the same meaning.
4- The word “Producer” is the opposite of “Consumer” .
5- The words “Informal” and “Friendly” provide the same meaning.
6- The word “firm” can express the same meaning of the word “company”.
7- The abbreviation “K” stands for the term “Capital Stock”.
8- The abbreviation “U” stands for “European Union”.
9- The term “World Trade Organization has no abbreviation.
10- Using abbreviations in business writing should be avoided.
11- The Arabic meaning of the term “Progressive Tax” is "ضريبة تنازلية" .
12- The Arabic meaning of the term “Monetary Policy” is "سياسة مالية" .
13- The English meaning of the term "فائدة" is “Debt”.
14- The English meaning of the term "القوى العاملة" is “Labor Force”.
15- Central banks do not oversee the operation of the credit system .
16- Primary products are products which are intended for final consumption.
17- Imports are selling the products from one country to a purchaser in another country .
18- Exchange Rate is the price of a domestic currency expressed in terms of a foreign currency.

19- Saving is the part of income that is spent on consumption.

20- Final Products are products which are intended for final consumption.

sender.

21-Competition occurs between companies trying to produce and sell different products.

22-Inflation is an increase in the overall average level of prices.

23- Companies may compete with each other for markets only .

24-Central bank sets short-term interest rates.

25-Credit is the ability to purchase something without immediately paying for it.

26- GDP growth and employment are microeconomics topics.

Chapter 2

Basics of Business Letter Writing

A-Choose from a, b ,c or d:

1- Which of these must be avoided in business letters?

a)Polite Words

b) Formal Words

c) Friendly Words

d) Clear Details

2-The part of a letter that greets the person you are writing to is called……

a) Salutation **b) Closing**

c) Date **d)Address**

3-What part is an example of a complimentary close?

a) Yours Sincerely

b) 123 Baker Street

c) Dear Ms. Smith

d) April 5, 2021

4- When someone other than the author types the letter you should include…….

a) Typist Initials
b) Copy Notation
c) Enclosure
d) Attachment

5-The body paragraph of the business letter should include…….

a) Your Purpose
b) Your Address
c) The Date
d) Sincerely

6-Which basic letter part comes first?

a) Body
b) Complimentary Close
c) Name of Writer
d) Return Address

7- Which is not a part of a business letter?

a) Indenting
b) Signature
c) Inside Address
d) Salutation

8- Which part in a business letter comes after the body?

a) Date
b) Complimentary Close
c) Signature Equity
d) Return Address

9-Who can you write the business letter to?

a) Friend **b) Relative**

c) Manager **d) Classmate**

10- How many addresses of a business letter are there?

a) 1 **b) 2**

c) 3 **d) 4**

11. ……. of the letter consists of main message.

12 – Which of the following statements about business letter are true ?

a- It focuses on business
b- It has two addresses
c- It uses formal language
d- All mentioned

13-The following are rules for writing better business letter except……..

a) Breaking up the letter into short sections
b) Avoiding big words
c) Preferring the general to the specific
d) Using the active voice

14-The following are rules for writing better business letter except……..

a) Avoiding big words
b) Breaking up the letter into short sections
c) Using visuals
d) Using the passive voice

B-Put(√) or a (X) :

1- Business letters should be concise.

2- The formal greeting with which a business letter begins is called salutation.

3- The complimentary close is a polite way of opening a business letter.

4- The salutation is a polite way of opening a business letter.

5-Business letter focuses on social notes.

6- In business letter , there is only one address ,whereas personal letter has two addresses.

7- Dear is an example of a salutation.

8- The inside address belongs to the recipient .

Chapter 3

E-mail Writing

A-Choose from a, b ,c or d:

1-Which of these should be avoided in an e-mail?

a) Wrong e-mail address **b) Subject line**
c) Attachments **d) Salutation**

2-Which of the following is a symbol of e-mail address?

a) @ **b) %** **c) :** **d) &**

3-Which of the following is not a term pertaining to e-mail?

a) Inbox **b) Sender**
c) Receiver **d) PowerPoint**

4-Which of the following is a correct format of e-mail address?

a) name@website@info **b) name@website.info**
c) www.nameofwebsite.com **d) name.website.com**

B-Put(√) or a (X) :

- **To start using e-mail, computer users do not need an e-mail address.**
- **Yours sincerely is an example of a complementary close.**
- **Sending letter is easier than sending e-mail.**
- **Business letters are shorter than business e-mails.**

- **Both letters and e-mails are a form of correspondence between two individuals: the recipient and the sender.**
- **E-mails deal with a short, single subject .**
- **Letters address multiple and complex subjects .**
- **E-mails are more interactive than letters.**
- **E-mails are shorter than postal letters.**
- **The subject line is what the reader sees when the e-mail hits his / her in-box.**

-E-mails are more interactive than letters.

Chapter 4

Writing Curriculum Vitae (CV)

A-Choose from a, b ,c or d:

1- Which of these should be included in the personal details section of CV?

a) Hobbies **b) Qualifications**
c) Contact details **d) Points of strengths**

2-Which of these should be included in the personal details section of CV ?

a) Hobbies
b) Skills
c) Address
d) Experience

3-Which of these should not be included in the section of cv ?

a) Contact details
b) Points of strengths
c) Certificates
d) Experience

4-A good cv should ……

a) Attract attention
b) Create a good impression

c) **Present relevant skills**
d) **All mentioned**

5-A good cv should be …….

a) **Consistent** b) **Accurate**
c)**Organized** d)**All mentioned**

6-Which of the following should be avoided when writing CV?

a) **Gimmicks**
b) **Sending photocopies**
c) **Alterations and amendments**
d) **All mentioned**

7-Which of the following should not be used in writing CV ?

a) **Simple sentences**
b) **Original copies**
c) **Relevant skills**
d) **Negative words**

B-Put(√) or a (X) :

1-The CV should be simple and short.

2-It is preferred to use long sentences when writing CV.

3-Using the passive voice is better than using the active voice when writing CV .

4-Using subheadings and bullet points should be avoided when writing CV.

Chapter 6

Grammar Practice

Choose from a, b ,c or d:

1- You speak so ….. that I can't understand properly

a. fast b. fastly c. slow d. nice

2- He has taken my ….. car.

a. a b. an c. the d. no article

3- Shraddha is a singer. She sings ….. .

a. beautiful b. beautifully c. beauty d. beautifulness

4- We ….. already ….. our lunch when the guests arrived.

a. had-took b. have-taken c. had - taken d. did-take

5- The Olympic Games ….. every four years.

a. are holding b. are held c. are helded d. hold

6- The bride was dressed ….. white ….. head ….. foot.

a. with-from-to b. in-from-to

c. with-to-from d. in-on-below

7- My friend Ganesha, ….. lives in heaven, has a mouse as a vehicle.

a. whose b. who c. that d. he

8- No one can help you, ….. ?

a. can he b. can she c. can they d. can't you

9- …..... more you earn, …..more you can spend.

a. As-as b. The-the c. If-than d. So-as

10- Have you ever met Tom Cruise?

No, I have never met ….. .

a. it b. him c. them d. her

11- The athletes who ….. the games are called competitors.

a. enter b. entered c. while entering d. are

12- When you were young, ….. you climb a tree ?

a. did b. could c. how d. should

13- They are two brothers, but ….. of them is hardworking.

a. none b. either c. neither d. every

14- …. I use your cell phone as I have forgotten mine?

a. May b. Should c. Would d. Do

15- Divya ….. Dimple if she could take her scooty.

a. told b. helped c. sent d. asked

16- We …..our homework just now.

a. are finished b. have finished

c. had finished d. are finishing

17- There ….. many children on the playground yesterday.

a. are b. were c. did d. playing

18- 'To arrive' means …..

a. to go b. to come c. to see d. to arrest

19- Next week, she is going to Surat with a view to ….. a seminar.

a. will attend b. attend c. attends d. attending

20- Listen, someone ….. a song.

a. is singing b. sings c. singing d. will

21- A mosquito is flying ….. your head.

a. inside b. outside c. over d. on

22- Plural form of 'deer' is …..

a. deer b. deeres c. deers d. dear

23- People are mad ….. money

a. over b. after c. in d. with

24- One who has no parents is called …..

a. orphan b. abundant c. lucky d. careless

25- This is the hotel ….. I had stayed last night.

a. which b. that c. where d. costly

26- Find out the wrong spelling.

a. communication b. pention c. cassette d. Independent

27- The scientific study of the human mind and behaviour is called …..

a. Astrology b. Biology c. Pathology d. Psychology

28- Find the odd word.

a. a dog b. an ox c. a cow d. a parrot

29- I think that sign means we ….. enter the building. Look, there is a security guard too.

a. mustn't b. have to c. will d. don't

30- ….. a wonderful picture it is?

a. How b. What c. So d. Very

31- Superlative form of adjective 'popular' is …..

a. popularity b. popularest c. most popular d. the most

32- My wife is a good cook.

a. I am agree with you b. I agree with you
c. I am agree to you d. I agree to you
33- Why do you travel by ….. bus?
a. a b. an c. the d. no article
34- People ….. not ….. time.
a. do-have b. are –have c. have-many d. are-much
35- We saw him ….. a tree yesterday.
a. cutting b. cut c. to cut d. was cutting
36- This is the doctor ….. wife is suffering from cancer.
a. his b. whose c. whom d. a
37- I am a doctor ….. my wife is a nurse.
a. when b. while c. so d. because
38-. Divya ….. since she arrived.
a. talks b. talking c. is talking d. has been talking.
39- ……. birds, can we fly?
a. Before b. Like c. As d. Without

. This sentence is grammatically correct.

-He and she are watching a movie now.

-You speak so fastly that I can't understand properly.

-There are much students at the faculty yesterday.

-This is the hotel where I had stayed last night.

-People are not have time.

-I am a doctor while my wife is an teacher.

- Why do you travel by a bus?

- We saw him cut a tree yesterday.

- This is the doctor whose wife is suffering from cancer.

- I have never gone to Japan. I know a few people there.

- I am a doctor when my wife is a nurse.

- Does she has to get up early and cook for family at this old age?

- If a doctor arrived in time, the patient can be saved.

This sentence is punctuated correctly

-Sally likes to eat chocolate: hot dogs and broccoli.

-It is time to eat David!

- The boy's room is painted blue.

- The boys room is painted blue.

- The boy's are sleeping in the tent.

- The boys are sleeping in the tent.

- How much paper will they need!

-I have a cat, but I don’t have a dog.
-I have three siblings: two brothers and a sister.
–Wow. You have reached in time.