

UNIVERSITE D'ABOMEY-CALAVI

Faculté des Sciences Economiques et de Gestion

Major: G2

Academic year: 2019-2020

Instructor: Dr. D. LANMANTCHION

Subject: EAP-Management

Duration: 1 hour

TASK ONE: Match the words or phrases in the box with their definitions below. Write numbers and letters only.

1. *dividend*—2. *limited partnership*—3. *cashier*—4. *management functions*—5. *bookkeeping*—6. *brand*—7. *corporation*— 8. *order*— 9. *balance*— 10. *share*

Definitions

- A. An investor's bid to buy or sell a certain amount of stock or option contracts.
- B. Form of business organization recognized by law as a separate legal entity.
- C. One of the equal parts into which a company's capital is divided, entitling the holder to a proportion of the profits.
- D. The existing amount in an account.
- E. Form of partnership where one or more partners are not active in the daily running of the business.
- F. a. It is the payment made by the company to its shareholders.
- G. A bank employee who receives and pays out money.
- H. The set of roles that contribute to achieving organizational goals.
- I. The practice of making detailed records of the company's activities. It is a smaller part of accounting that involves recording dates and transactions.
- J. A name, usually a trademark, of a product or manufacturer, or the product identified by its name.

TASK TWO: Write the highlighted and italicized words or phrases in figures. Write letters and figures only.

- A. The SME is expecting a turnover of *three point two five* this year.
- B. *Two-fifths* of the company's employees is on the verge of lay-off.
- C. The CEO said the company would invest *eight hundred and one billion and ten* in the new project.
- D. The new company's headquarters will stretch over *two thousand square meters*.

TASK THREE: Fill the gaps with: *look forward*— *hereby*—*should report*—*Yours sincerely*— *Assistant Manager*. Write numbers and answers only.

Abomey-Calavi,
01BP 1005 Abomey-Calavi,

7thFebruary 2020
Mrs Hilary Mahoulolo
Cotonou Consultancy Group,
Haie Vive,
01BP 445 Cotonou,

Dear Mrs Hilary,
I was delighted to receive your letter offering me the post of1....., which I2.....accept.

I confirm that I will be able to start on 17 February. Can you please inform me where and when exactly I3..... on that day? I very much4..... to becoming a part of your managing team.

.....5.....,
Fifah Gbézin