

**Université d'Abomey**  
**Faculté des Sciences Economiques et de Gestion**

Major: G2

Academic year: 2017-2018

Instructor: Dr. LANMANTCHION

Subject: EAP-Management

Duration: 1hour

**Exercise 1:** Fill the gaps with the following words: *A. partners; B. investment e-commerce; C. capital; D. Letters; E. launch; F. e-commerce; G. distribution; H. lucrative.* Write numbers and letters **ONLY**. (1x8=8pts)

**Amanvi:** I've come up with an idea—very brilliant. I'm about to start the business of oil .....1... in WAEMU community. And I'd need committed .....2..... to back me up.

**Ola:** Great! But remember that oil business is a big .....3..... You'd need a huge .....4..... So, how can you get the funding?

**Amanvi:** I do get your concern, but I've just discussed with BAIC, which has approved my loan. It's a project that has really caught the bank's attention as it's going to be an .....5..... The buying and selling of the oil will be carried out over the internet.

**Ola:** Okay. Congratulations! And what's the time frame for the .....6.....?

**Amanvi:** Good question. If everything goes well, the business will be launched early August 2018.

**Ola:** And I hope the movers and shakers in the industry will be around.

**Amanvi:** Sure. The invitation .....7..... will be sent to them in a few days.

**Ola:** That sounds good! Hmmm! I just appreciate your business mind. You always take a risk.

**Amanvi:** I have no choice. And this time around, it's going to be a .....8..... business; I can't wait to make a lot of profit.

**Ola:** I wish you well!

**Amanvi:** Thank you.

**Exercise 2:** Match these words about management functions with their definitions. **Words:** *A. Organizing; B. Leading/Directing; C. Controlling; D. Planning.* Write numbers and letters **ONLY**. (1.5x4=6pts)

**Definitions**

1. Establishing objectives and goals for an organization.
2. Arranging resources to carry out the organization's plan.
3. Guiding and motivating people to work toward organizational goals.
4. Measuring progress against goals and objectives.

**Exercise 3:** Write these figures in letters. (1x4=4pts)

A.8.002; B. 919, 000,512,000; C.9/10; D.5.05%

**Exercise 4: Composition (2pts)**

There has been an ad about a job of Assistant Manager at E-commerce Company. As you meet the job's requirements, you can apply for the position. Write a cover letter to apply for the job.

**Note:** Write the conclusion of the letter **ONLY** and in **NOT MORE THAN ONE (01) LINE**.