**Careers in Business**

Business is an increasingly important activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the world today. Consequently, the opportunities for a business career have grown in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and number. There are now five \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ fields of business which offer exciting careers:

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (general manager, personnel manager, production manager);

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (researcher, advertiser, buyer, seller, distributor);

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (bookkeeper, public accountant, private accountant, auditor);

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (banker, financial analyst, stockbroker);

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (computer operator, computer programmer, systems analyst).

Within each of these fields there are specific jobs in which \_\_\_\_\_\_\_\_\_\_ can specialize. For example, a person working in computers and data processing may \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in computer programming, computer operating, and systems analysis. The definitions of the five business fields may be as follows:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**the acquisition and utilization of capital to start up, operate, and expand a business.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**- the measurement and communication of financial information.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-** the movement of goods and services from manufacturer to customer to satisfy the customer and achieve the company’s goals.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-** the handling of large amounts of information concerning business operations.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-** the activities guiding a company to reach its objectives**.**

**ACCOUNTING (x2)** THROUGHOUT **SPECIALIZE** **COMPUTERS AND DATA PROCESSING**

FINANCE (x2) **VARIETY** MANAGEMENT (x2)  **DATA PROCESSING** MARKETING (x2) **BROAD** ONE

**Translate**

general manager- ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_; personnel manager-\_\_\_\_\_\_\_\_\_\_\_\_\_; production manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

bookkeeper-­\_\_\_\_\_\_\_\_\_\_\_\_\_\_; accountant-\_\_\_\_\_\_\_\_\_\_\_\_\_\_; auditor-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

banker-\_\_\_\_\_\_\_\_\_\_\_\_\_\_; financial analyst-\_\_\_\_\_\_\_\_\_\_\_\_\_\_; stockbroker-\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Translate the text**

Business today is full of \_\_\_\_\_\_\_\_\_\_ and opportunity. Many people need to plan, prepare, and practice to create a successful business. The task is to minimize risks and make the most of \_\_\_\_\_\_\_\_\_\_. But many people entering the business world \_\_\_\_\_\_\_\_\_\_ adequate training in such areas as leadership, communicating requirements and ideas, and working successfully as a member of a team. Employees must be skilled in \_\_\_\_\_\_\_\_\_\_ time, money and other resources needed to carry out a job. They are to be able to \_\_\_\_\_\_\_\_\_\_ and use new information. They must understand how one task may \_\_\_\_\_\_\_\_\_\_ the others. Finally, they have to be able to \_\_\_\_\_\_\_\_\_\_ new skills and \_\_\_\_\_\_\_\_\_\_ to changing technology.

**ALLOCATING** AFFECT **LACK** EVALUATE **ADAPT** RISK **OPPORTUNITIES** ADOPT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_