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## RESEARCH BUSINESS MANAGEMENT WORKSHEET

### BUSINESS MANAGEMENT & ADMINISTRATION

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#### TEST YOUR KNOWLEDGE

*Complete the following:*

1. Business \_\_\_\_\_ is the coordination and organization of business activities.
2. Business managers oversee \_\_\_\_\_ and help employees reach their top productivity levels.
3. A business \_\_\_\_\_ may supervise or train new employees, and help a business reach its operation and financial objectives.
4. Without \_\_\_\_\_ our world can seem complex, combative, and frustrating.
5. Today's workplaces need leaders, to set the right \_\_\_\_\_ and foster the positive culture that companies need to survive and thrive.
6. A future business manager should desire to \_\_\_\_\_ people, or at least should like to acquire the skills, and to study the management theories and best practices of a leader.
7. Some people do not want the \_\_\_\_\_ of overseeing employees and management processes.
8. Managers go through company \_\_\_\_\_ to learn the skills they need.
9. Many management skills are acquired through "learned by \_\_\_\_\_."
10. Entry-level manager start their job after receiving formal management \_\_\_\_\_.
11. Business management can prepare for entry-level \_\_\_\_\_ including assistant store manager, sales support manager, assistant office manager, customer relationship manager and shift manager.