

UNIVERSITY CENTER OF TIPAZA

FACULTY OF ECONOMIC SCIENCES, COMMERCIAL SCIENCES AND MANAGEMENT SCIENCES

EXAM IN ENGLISH THIRD YEAR Management, 1st Term 2022 /2023

اللقب والاسم:	الفوج:
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Part one: Answer the following questions true (T) or false (F). If the answer false you must correct the statements (answer all questions).

1- **Promotion:** is giving (someone) a lower rank or less senior position, usually as a punishment.

Demoted

2- IF you do something wrong you are **laid off** and if you have done nothing wrong you are **dismissed**.

.....**dismissed****laid off**

3- **Internal recruitment:** from external of the organization; **External recruitment:** from within the organization.

Opposite

4- **Efficiency:** is the ability to avoid wasting materials, energy, efforts, money, and time for doing something good.

true

5- **Non-Executive director:** is not part of the executive team and typically does not engage in the day-to-day management of the organization but is involved in policymaking and planning of expert advice.

true

6- **Freelancer:** is a person work independent in general work with several companies.

true

7- **Temporary job** means job does not finish after a fixed period; **Permanent job** means job finished a fixed period.

Opposite

8- **Curriculum vitae:** are explaining why he wanted the job and why he was the right persons for it.

Cover letting

9- **Job insecurity:** is the probability that an individual will keep his or her job and the continuity of gainful employment for work life.

Job security

10. **Hiring:** a person is very important of jobs and trying to leave company for fill business positions.

headhunter

11. **Sale owner:** means two or people working together and they are sharing profit and loss.

partnership

12. **LTD:** means any one can buy and sell shares in the stock exchange; **PLC:** means any person working inside company can buy can sell shares.

Opposite

13. **Listed companies:** are document that public corporations must provide annually to shareholders that describes their operations and financial conditions.

Annual report

14. **Extraordinary general meeting:** is a yearly gathering of a company's interested shareholders; in this meeting they present an annual report containing information for shareholders about the company's performance and strategy, dividend payments, and the selection of auditors.

Annual general meeting

15. SWOT analysis: a company should look at internal factors includes: opportunities, threats and a company should look at external factors includes: strengths, weaknesses.

Opposite

16. When a company **Invades** market it is the biggest competitor there; and when a company **Establishes a foothold** market it starts selling there for first time.

dominates **attacks**

17. Strategic goal: when a company decides something important for its long-term future; **Strategic move:** when someone has clear ideas about actions to take for future success.

Strategic decision **Strategic vision**

Part two: Explain the following terms in briefly.

1- Explain shortly about Porter of competitive advantage?

- Cost leadership.....
- Differentiation
- Niche/focus

GOOD LUCK