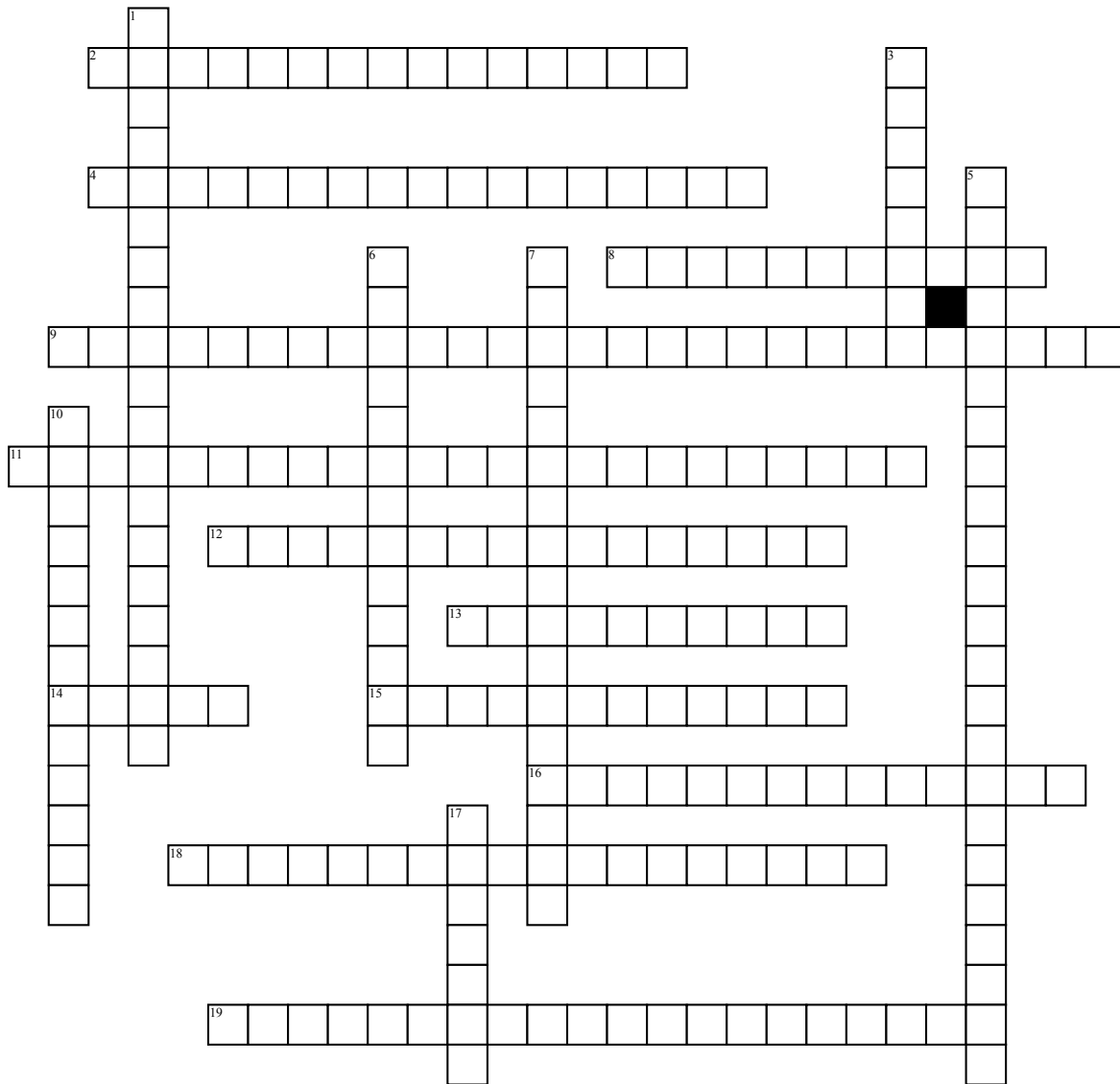


Introduction to Business



Across

- 2. A business that has been in operation for less than 3 years and has no employees other than the owner.
- 4. A summary of important job related information about yourself.
- 8. A test that measures how well a job applicant can perform certain job tasks.
- 9. Agency set up to help small businesses.
- 11. Programs offered in cooperation with colleges and universities to provide management counseling.
- 12. The process of starting, organizing, managing, and assuming the responsibility for a business.
- 13. A situation in which a business does not have enough money to pay its creditors even after selling its equipment and other capital resources.

- 14. Members of this organization can provide assistance in special areas of operation.
- 15. Someone who takes a risk in starting a business to earn a profit.
- 16. Money used to start up a new small business or help a business expand during a growth period.
- 18. People who can give a report about your character, education, and work habits.
- 19. Someone who has special training in talking with job applicants and hiring new employees.

Down

- 1. A sales letter about an applicant written for the purpose of getting a personal interview.
- 3. A person or business that is owed money.

- 5. Document used by an employer that asks for information related to employment.
- 6. An interview in which your employer asks questions about how you liked your work and what improvements might be made.
- 7. Two-way conversation in which the interviewer learns about you and you learn about the position and the company.
- 10. Business that usually has the owner as the manager.
- 17. A situation in which the business is discontinued with a loss to at least one creditor.