

_____ (Name of the company)

1. Type letters against the top captions and underlined captions (wherever needed).
Matched questions are put between brackets (as in following)

2. Introduction of the three principal officers of the company. Name each officer and describe his/her job by including your captions (without using L, M, N, O, P, Q, R, S, T, U)

Executive of starting company:
"Chairman/President" _____
"Vice-Chairman/VP" _____
"President/CEO" _____
"Secretary" _____
"Treasurer" _____
"Director" _____

3. Introduction of the company's principal divisions of your company (if any). Name the divisions and write the appropriate caption using L, M, N, O, P, Q, R, S, T, U.

Executive of starting company:
"Manufacturing" _____ and _____
"Marketing/Sales" _____ and _____
"Research & Development" _____
"Finance" _____
"Human Resources" _____
"Information Technology" _____

4. Name the various types of employees/positions for the company.

Executive of starting company:
"Marketing/Sales" _____
"Manufacturing" _____
"Research & Development" _____
"Finance" _____
"Human Resources" _____
"Information Technology" _____