

Reading Comprehension Activity: Business and Office Vocabulary

1. Read the passage carefully.
2. Answer the questions based on the vocabulary and ideas from the passage.

Passage:

After years of working as a junior clerk, David finally decided to leave his dead-end job and pursue his dream of becoming an entrepreneur. He had always wanted to start his own business, so he set aside some savings and partnered with a friend to **found** a marketing **agency**. From day one, they had to **wear many different hats**, handling everything from **market research** to drafting contracts and launching campaigns for clients. They even took on the **chief executive officer** role themselves, since they didn't have the funds to hire a full-time CEO.

David quickly realized that managing a business meant dealing with a lot of **red tape**. There were so many rules and regulations they had to navigate just to **establish** their company. However, they managed to **contract** several important clients in their first year, including a well-known corporation. This helped increase their **profit margin** significantly, but it also meant they were constantly **on the clock**, sometimes even working late into the night to meet deadlines.

Things were going well until one day, David's business partner decided to **play hooky** during an important meeting with the **board** of their largest client. David had to **step into his shoes** and cover for him, managing the presentation alone. Despite the chaos, the meeting was a success, and they secured a major contract that could **pay off** all their debts. After that, David and his partner decided to bring in some **new blood** to help lighten their workload, hiring a small team of fresh employees. They even invested in **market research** to make sure they were staying ahead of the competition.

David now feels like the **top dog** in the industry, but he's aware that running a business means never fully **closing the books**. There's always something more to do, another contract to sign, another deadline to meet. However, it's all **in a day's work** for an entrepreneur like him.

Comprehension Questions:

1. What did David do after leaving his "dead-end job"?
 - a) He became a junior clerk.
 - b) He opened a marketing agency.

- c) He joined a corporation.
- d) He retired.

2. What challenges did David face when he started his business?

3. What does "wear many different hats" mean in this context?

- a) To handle various roles and responsibilities.
- b) To change careers frequently.
- c) To run a fashion business.
- d) To hire a lot of employees.

4. Why did David have to "step into his partner's shoes" during the meeting with the board?

5. What does the idiom "play hooky" mean in the passage?

- a) To start a new business.
- b) To miss work or a meeting without a good reason.
- c) To work late hours.
- d) To fire an employee.

6. What does it mean that David feels like the "top dog" in the industry?

- a) He is the most important person.
- b) He has a lot of employees.
- c) He has a pet dog at work.
- d) He is struggling to run the business.

7. What strategy did David and his partner use to stay competitive in their market?

8. What is implied by the idiom "closing the books" in the final paragraph?

- a) Finishing a workday.
- b) Starting a new business.
- c) Completing financial accounts and stopping work for a period.
- d) Hiring new employees.