

## BUSINESS

Lexile 680

**Business** is work that people do, usually to earn money. There are thousands of kinds of businesses. Some have to do with making items to sell. Others have to do with selling items. Some businesses offer services. Some services include **managing** projects. Managing means leading. Another service is **finance**. Finance means helping people with their money.

Millions of students learn about business each year. They then try to use their knowledge and skills in the working world. Learning about business can help people find many different jobs in different **industries**. Industries are groups of similar jobs. Jobs in business can be difficult. They can also be interesting and rewarding.

### What Is Business?

Business includes a large group of jobs. People who study business may work with money. They may lead groups of workers. They may find new ways to buy or sell goods. They may open their own companies.

Business jobs fall into some large groups. These groups include accounting and finance. Both deal with ways of using money. Project management jobs require people to lead groups of workers on special tasks. International business jobs have to do with dealing with businesses in different countries. Human resources jobs have to do with helping workers. Marketing jobs deal with finding people to buy goods and services.

### Finance Jobs in Business

Many of the most popular jobs in business have to do with finance. Finance means using math skills and other ideas to use money in the smartest ways. People working in finance often work for companies. They may also work with **individuals**. An individual is one person.

One job is financial manager. Financial managers help companies use their money. These managers may study how the company uses money now. They may find out ways that the company wastes money. Then they may choose new plans to save money. This is a challenging job. Financial managers must study the **market**. The market is all the buying and selling in a certain area. These managers must also deal with bosses and give them good ideas.

Another popular finance job is **accountant**. An accountant also helps work with money. Accountants often help companies or individuals. They may do many important tasks. They may help people with **taxes**, or payments to the government. They may also keep track of money made and spent. Accountants may help people and companies make good decisions to save money.



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## More Jobs in Business

Companies hire business workers for many reasons. Some of these workers become management **analysts**. Analysts are people who study and learn about certain things. Management analysts study the way a company works. They make sure all the workers are doing their jobs. They make sure the company is making good decisions. Other workers take human resources jobs. These workers help to find and hire new workers. They also help workers with problems or concerns.

Business workers also help companies make sales. Sales managers help to find people to buy and sell goods and services. Sales managers may call stores to find out if they will sell certain new products. Marketing managers help with **advertising**. Advertising means finding ways to tell people about new products. Good advertising can make people feel excited and want to buy new products. Marketing managers may make advertisements. They may also travel to meet and talk with customers.

## Getting a Job in Business

There are many kinds of jobs in business. Students may choose the one they like best. They can choose a field that interests them or matches their skills. Most business students study for many years to learn the skills and ideas they will need.

Most business jobs have some ideas in common. For example, business students must learn how to start and run a business. They must know how to use money in the best ways. Business students must also know how businesses work in different **economies**. Economies are groups of businesses and people that use money to buy, sell, and save.

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### ■ By Mark Dziak

*Mark Dziak is a writer of fiction and nonfiction who has been writing educational material for students of all ages since 2004.*

## COMPREHENSION TEST

### Multiple-Choice Questions

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1. Economies are groups of people and businesses that deal mainly with
  - A. schools.
  - B. workers.
  - C. money.
  - D. classes.
2. Why is advertising important?
  - A. It teaches students new skills.
  - B. It teaches managers about business.
  - C. It teaches accountants about taxes.
  - D. It teaches buyers about new items.
3. A human resources manager mostly tries to
  - A. find and help workers.
  - B. start new businesses.
  - C. train new students.
  - D. buy and sell services.

### Fill-in-the-Blank Questions

4. Every year, workers must pay \_\_\_\_\_ to the government.
5. Groups of jobs that are alike are often called \_\_\_\_\_.
6. One person acting alone is called an \_\_\_\_\_.

## COMPREHENSION TEST ANSWERS

### Multiple-Choice Questions

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### Fill-in-the-Blank Questions

4. Every year, workers must pay taxes to the government.
5. Groups of jobs that are alike are often called industries.
6. One person acting alone is called an individual.