

### **GoVenture Business & Entrepreneurship**

## **Learning & Activity Book**

This guide helps you learn the fundamental concepts of business and entrepreneurship, and is a companion resource to **Goverture** educational games and simulations.

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## How to use this Adobe PDF Document

Read this document before or while playing the **GoVenture** simulation. This document also includes activities that you can complete. The answers to these activities are available to your instructor.

This document includes input fields with re you can type answers to questions in the activities. After you enter your answers, you must SAVE the file to store your artiver. You may then send the new save file to your instructor.

To enable the input relation with must view this document using the Adobe PDF application. Viewing this document in an Internet browser will not enable the input fields.



## 1 Business Basics

### **Businesses and Products**



A **business** is an organization that sells goods or services.

#### Good

A tangible item that can be used once or multiple times. Ownership of the good is normally transferred to the person who pur hases it. Examples are cars, shoes, pens, and computers.

### **Service**

An action that someone does for you. A service is intangible. Examples are car repair, haircut, teaching, legal and medical services.

The term **product** is often used to mean goods or both goods and services. In this document, it will be used to mean both goods and services.

### Complete the table below.

| PRODUCTS | TANGIBLE OR<br>INTANGIBLE |
|----------|---------------------------|
| GOODS    |                           |
| SERVICES |                           |

Some businesses make the products that they sell. Some businesses make the parts used to make other products. And, some businesses sell the finished product.



### Example:

• Ford designs and makes automobiles.

- The parts that make up an automobile are made by hundreds of other businesses. These businesses are called **suppliers**, because they supply the parts. Ford assembles automobiles using these parts.
- Ford then ships the automobiles to dealers. The dealers sell the automobiles to people. The people who buy and use a product are called consumers.
- Ford dealers sell consumers both goods (the automobiles) and services (automotive repair).



Complete the table below by entering consumers, suppliers, or dealers in the correct cell.

| SUPPLY PARTS,<br>INGREDIENTS,<br>RAW MATERIALS | SELL<br>AUTOMOBILES | PURCHASE<br>AND USE<br>AUTOMOBILES |
|--|---------------------|------------------------------------|
|  |                     |                                    |

### Stores and Resellers

Dealers may also be called **resellers**, because they re-sell a product that was made by another business or person. Products that are commonly sold by resellers include furniture, clothing, smartphones, televisions, and groceries. Amazon and Walmart are resellers.

Not every business sells products through resellers. Some businesses sell their products directly to the consumer. This is called **direct sales**. Examples are consumers, restaurants, artisans, banks, law firms, and accountants.

Some businesses use both a rect sales and resellers. For example, Apple sells its product on its own website, in its own stores, and through other retail and electronics stores and telecommunication containes.

A **store** is a place where consumers can view and purchase products. The term usually refers to a physical location that you can visit, but a metimes it may refer to an online store, website, or software app.



A business can also do direct sales by selling in a print catalog, through postal mail, or with its own salespeople who call, email, or visit people.

Complete the table below by entering *reseller*, *direct sales*, or *store* in the correct cell.

| PLACE WHERE CONSUMERS CAN VIEW AND PURCHASE PRODUCTS | SELLING<br>DIRECTLY TO<br>CONSUMERS | BUSINESS THAT SELLS PRODUCTS MADE BY OTHERS |
|--|-------------------------------------|---|
|  |                                     |   |

### Customers and Consumers



**Consumers** are individuals or organizations that purchase and use a product. Consumers are also called **customers**, but there is a difference between the two terms.

A **customer** is an individual or an organization that purchases a product. The difference between a consumer and customer

is that a consumer is the person or organization that uses the product. This is also sometimes called the **end-consumer**. A customer may or may not be the person or organization that uses a product. A consumer may be both the customer and the end-consumer, but a customer may or may not be an end-consumer.

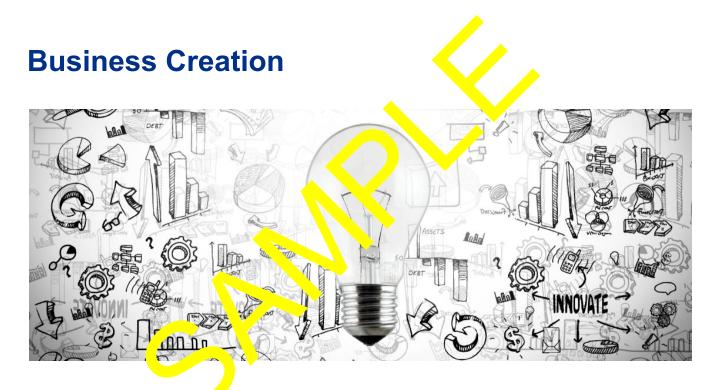
In the Ford example, all of the many suppliers that provide parts to make the automobiles consider Ford their customer. Ford purchases their products (the automotive parts) and therefore is their customer. But, Ford does not use the parts – instead, Ford assembles automobiles and then ships them to dealers who then sell them to the parts consumers. To the parts suppliers, Ford is the customer but not the consumer. The consumer is the person or organization that drives the automobile.

When Ford purchases functure to use in the company offices, Ford is both the cuttomer and the consumer to the furniture company.

Customers and consumers can be individual people or organizations. Organizations include companies, governments, schools, hospitals, and other groups. These are often called business or **organizational customers**, and they have different reasons for buying than individual users, and may buy in larger quantities.

Complete the table below by entering *customer*, *consumer*, or *organizational customer* in the correct cell.

| USES A PRODUCT | NOT AN<br>INDIVIDUAL<br>CUSTOMER | BUYS A PRODUCT<br>BUT MAY OR MAY<br>NOT USE THE<br>PRODUCT |
|----------------|----------------------------------|--|
|                |                                  |  |



The creation of a business usually starts with an idea. An idea to make and/or sell goods or services. Anyone can start a business at any time.

An individual can do some activities, similar to a business, without formally registering as a business. But, certain types of activities require that a business be registered with the government.

### **Profit Versus Not-For-Profit**

**Profit** means to make money. More specifically, it means to achieve financial gain – a surplus of money. With profit, this means to create more money than you started with.

Review the examples in the table below and complete the final example.

| MONEY IN                      | \$100               | \$ 000                   | \$500 |
|-------------------------------|---------------------|--------------------------|-------|
| MONEY SPENT                   | \$70                | \$800                    | \$400 |
| PROFIT MONEY IN – MONEY SPENT | \$30<br>= \$100 \$1 | \$25J<br>= \$1,650 \$800 | \$    |

A business can be for profit or not-for-profit.

### **For-Profit**

A business that is intended to create profit for its owners to use as they choose. The owners may choose to use the profit money to grow the business, start a new business, start a new business, start a new business, start a new business.

#### **Not-For-Profit**

Sometimes spelled as **nonprofit**, this is a business that is intended to support a social cause. This may include charity, medical research, local community, industry association, or other initiative.

With a nonprofit, any profit that is generated by the business must be used to further the mission of the business. Profit cannot be given to the owners of the

business, because a nonprofit does not have owners. Instead, a nonprofit is managed by a person or group of people who act as members or directors. Their responsibility is to ensure that the nonprofit uses its money and resources to support its mission.

Normally, nonprofits are not called businesses, even though, technically, they may be businesses. A more commonly-used term is **nonprofit organization**.

### Business, Company, and Corporation



The terms **business**, **company**, **and corporation** are often used to mean the same thing, but there are differences. **Business** can broadly refer to the act of doing business – the exchange of goods and services. While this exchange does mean "doing business," it does not always mean that business is being done as a company or a corporation.

The words **business** and **company** are often used to mean the same thing, but a person doing business selling items at a local market may not consider themselves a company. A food truck may not consider the business a company.

To some, the word **company** suggests an organization that is created and structured to do business. Some definitions go further to suggest that company means the same as corporation.

**Corporation** is a legal term used to describe a specific form of business registration. A corporation is an entity that has been created to conduct business— for profit or nonprofit—and is effectively recognized as a person under law.

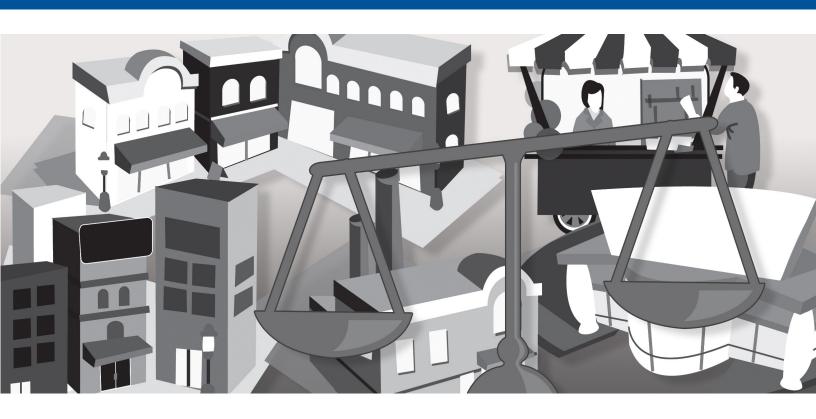
A corporation has one or more owners (called shareholders) and does not legally represent a particular person, because it is an entity of its owners.

Corporations are not mally required to have a specific term included in their legal names to identify their status. Examples from various countries include: Incorporated (Inc.), Corporation (Corp.), Limited(Ltd.), LLC, PLC, GmbH, AG, SARL, SA SL, AB, Oy.

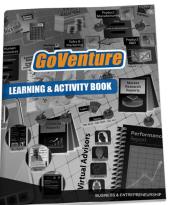
All corporations are businesses, but not all businesses are corporations.



# **Education Bundle**







# Learning & Activity Book

Basic Knowledge and Terminology



### **Activities**

Practice and Terminology



Videos

**Tutorials and Stories** 



### **Business Simulation**

Build Skills and Gain Years of Business Experience In Minutes

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## **Education Bundle**

# This is a companion resource to **GoVenture** educational games and simulations.

ISBN 978-1-894353-35-9

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# Glossary



## **GLOSSARY**

### GoVenture Business Learning & Activity Book

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# Activities

**Student Versions** 



## **ACTIVITY LIST**

| Section Number and Topic         | PRACTICE | DEFINITION    | UN-<br>SCRAMBLE | WORD<br>SEARCH | CROSS-<br>WORD |
|----------------------------------|----------|---------------|-----------------|----------------|----------------|
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| 02 Management & Entrepreneurship | P02      | D02           | U02             | W01-03         | C02-03         |
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| 07 Pricing & Profit              | P07      | 000-07        | 006-07          |                |                |
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## **P02** Practice | Management & Entrepreneurship

| YOUR NAME  |  |  |
|--|--|--|
| DATE DUE   |  |  |
| GRADE  |  |  |
| Practice concepts from §2 of the Learning & Activity Book. |  |  |

### Being an Entrepreneur

Find two people who are successful entrepreneurs and answer the questions in the template below. You may choose people in your local community or that you research online.



| Name of Entrepreneur   | Name of Entrepreneur   |
|--|--|
| Name of Business   | Name of Business   |
| Description of Business  | Description of Business  |
| Explain why you believe they are successful.   | Explain why you believe they are successful.   |
| Identify three skills or personality traits that you believe contributed to their success and explain why. | Identify three skills or personality traits that you believe contributed to their success and explain why. |



### **Entrepreneurship and You**

Choose 3 of the skills and personality traits you identified in the entrepreneurs above and explain if you believe you have, or could grow to have, these same skills or personality traits.

| Skill o | Personality Trait: |
|---------|--------------------|
| You: _  |                    |
|         |                    |
|         |                    |
| Skill o | Personality Trait: |
|         |                    |
|         |                    |
|         |                    |
|         | Personality Trait: |
| 10u     |                    |
|         |                    |
|         |                    |



### **Profit and Revenue**

Calculate the profit made from selling products.

| REVENUE FROM<br>PRODUCT<br>SALES            | \$100 | \$1,200 | \$700 |
|---|-------|---------|-------|
| MONEY SPENT<br>TO MAKE AND<br>SELL PRODUCTS | \$50  | \$600   | \$400 |
| PROFIT                                      | \$    | \$      | \$    |

Calculate the profit made from operating a business.

| REVENUE FROM SALES                   | \$500 | \$1,200 | \$400 |
|--------------------------------------|-------|---------|-------|
| COST OF<br>OPERATING<br>THE BUSINESS | \$420 | \$800   | \$200 |
| PROFIT                               | \$    | \$      | \$    |



### Calculate the profit for the owners of the business.

| INVESTMENT<br>MADE IN THE<br>BUSINESS | \$500 | \$800   | \$1,000 |
|---------------------------------------|-------|---------|---------|
| SELLING PRICE<br>OF BUSINESS          | \$700 | \$1,100 | \$3,000 |
| PROFIT                                | \$    | \$      | \$      |

### Calculate the revenue from selling products.

| PRODUCT<br>SELLING PRICE  | \$15 | \$30 | \$80 |
|---------------------------|------|------|------|
| QUANTITY OF PRODUCTS SOLD | 5    | 20   | 50   |
| REVENUE                   | \$   | \$   | \$   |

### Calculate the profit from selling products.

| PRODUCT<br>SELLING PRICE            | \$10 | \$15 | \$35 |
|-------------------------------------|------|------|------|
| COST TO MAKE<br>AND SELL<br>PRODUCT | \$8  | \$17 | \$39 |
| PROFIT                              | \$   | \$   | \$   |



### **Equity**

Calculate the new value of the business based on profit.

| VALUE OF<br>BUSINESS                   | \$15 | \$20 | \$26 |
|--|------|------|------|
| NEW PROFIT<br>FROM SELLING<br>PRODUCTS | \$2  | \$10 | \$4  |
| NEW VALUE OF<br>BUSINESS               | \$   | \$   | \$   |

Calculate the new value of the business based on selling equity.

| VALUE OF<br>BUSINESS           | \$23 | \$10 | \$40 |
|--------------------------------|------|------|------|
| MONEY RAISED<br>SELLING SHARES | \$3  | \$5  | \$6  |
| NEW VALUE OF<br>BUSINESS       | \$   | \$   | \$   |



### **Market Share**

Calculate the customer market share of the business.

| NUMBER OF<br>CUSTOMERS      | 100 | 100 | 100 |
|-----------------------------|-----|-----|-----|
| PURCHASE FROM<br>BUSINESS A | 40  | 55  | 20  |
| PURCHASE FROM<br>BUSINESS B | 60  | 45  | 80  |
| MARKET SHARE<br>BUSINESS A  | %   | %   | %   |

### **Managing Risk**

Calculate the return on investment.

| MONEY INVESTED | \$200 | \$200    | \$200 |
|----------------|-------|----------|-------|
| RETURN         | \$    | \$       | \$    |
| TOTAL          | \$210 | \$250    | \$400 |
| RISK           | LOW   | MODERATE | HIGH  |



## **D02** Definition | Management & Entrepreneurship

| YOUR NAME          |   |
|--------------------|---|
| DATE DUE           |   |
| GRADE              |   |
| Define the terms b | elow from §2 of the <i>Learning &amp; Activity Book</i> . |
| 1. PRODUCTS        |   |
|                    |   |
| 2. REVENUE         |   |
|                    |   |
|                    |   |
| 3. PROFIT          |   |
|                    |   |
|                    |   |



| 4. ENTREPRENEUR       |
|-----------------------|
|                       |
|                       |
| 5. EQUITY             |
|                       |
|                       |
| 6. MARKET SHARE       |
|                       |
|                       |
| 7. BRAND              |
|                       |
|                       |
| 8. SATISFIED CUSTOMER |
|                       |
|                       |



| 9. LOYAL CUSTOMER |      |      |
|-------------------|------|------|
|                   |      |      |
|                   | <br> | <br> |
| 10. WORD-OF-MOUTH |      |      |
|                   |      |      |
|                   | <br> |      |



## **U02 Unscramble | Management & Entrepreneurship**

| YOUR NAME   |   |  |
|---|---|--|
| DATE DUE  |   |  |
| GRADE   |   |  |
| Unscramble the terms below from §2 of the Learning & Activity Book. |   |  |
|   |   |  |
| UQYTIE  |   |  |
| YLLAO UTSEMROC  |   |  |
| TUCPSDOR  |   |  |
| VERNUEE   |   |  |
| NARBD   |   |  |
| FITDASSEI TEOMUCS   | · |  |
| FOIPTR  |   |  |
| DORW-FO-MUHTO   |   |  |
| NENTERREUPER  |   |  |
| METKAR HAESR  |   |  |



# W01-03 Word Search | Business Basics, Management & Entrepreneurship, Ownership

| YOUR NAME  |  |
|--|--|
| DATE DUE   |  |
| GRADE  |  |
| Find and circle the terms below from §1-3 of the Learning & Activity Book. |  |

MECJHOOKSOLDJG EONSREMUSNOCDO L O X T A C P U G W W O RQHUHRPRQVKDVE O S Ι LEUE W Ι Т Τ Τ ΕP Ρ LMOKI OUJE C C YZRO L H C LDRKIHEOCEME STVRYNPGF N D W ENRDEALERS LΕ RENDCONSUME R U SFQXCHQIQSWSO CHPOORVFNKYRJ MAGEDSIS I W E E O V N X N Y K S W S Z N C K A J B I

CONSUMERS
DEALERS
DIVIDEND
END-CONSUMER

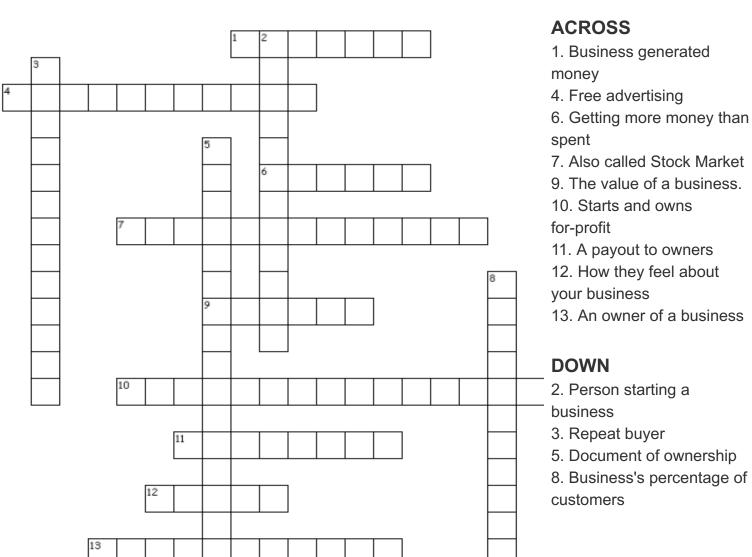
ENTREPRENEUR EQUITY GOODS RESELLER

SERVICE SHAREHOLDER STORE SUPPLIERS



## C02-03 Crossword | Management & Entrepreneurship, Ownership

| YOUR NAME |  |
|-----------|--|
| DATE DUE  |  |
| GRADE     |  |
| •         | ovided, complete the crossword puzzle with the correct §3 of the <i>Learning &amp; Activity Book</i> . |
|           |  |



# Activities

Instructor Versions



## **ACTIVITY LIST**

| Section Number and Topic         | PRACTICE | DEFINITION | UN-<br>SCRAMBLE | WORD<br>SEARCH | CROSS-<br>WORD |
|----------------------------------|----------|------------|-----------------|----------------|----------------|
| 01 Business Basics               | P01      | D01        | U01             |                | C01            |
| 02 Management & Entrepreneurship | P02      | D02        | U02             | W01-03         | C02-03         |
| 03 Ownership                     | P03      | D03        | U03             |                |                |
| 04 Startup                       | P04      | D04        | U04             |                | C04            |
| 05 Business Plan                 | P05      | D05        | U05             | W04-07         |                |
| 06 Market Demand                 | P06      | D06-07     | U06-07          | VV04-07        | C05-07         |
| 07 Pricing & Profit              | P07      | 000-07     | 006-07          |                |                |
| 08 Consumer Profiles             | P08      | D08-09     | U08-09          |                |                |
| 09 Strategy                      | P09      | D00-09     | 006-09          | - W08-11       | C08-11         |
| 10 Inventory Management          | P10      | D10-11     | U10-11          |                |                |
| 11 Sales and Marketing           | P11      | D10-11     | 010-11          |                |                |
| 12 Human Resources               | P12      | D12-13     | U12-13          |                | C12-14         |
| 13 Ethics                        | P13      | D12-13     | 012-13          | W12-15         |                |
| 14 Financing                     | P14      | D14 15     | 1114 15         | VV 12-15       |                |
| 15 Currency                      | P15      | D14-15     | U14-15          |                | C15 16         |
| 16 Accounting                    | P16      | D16 17     | 1116 17         |                | C15-16         |
| 17 Cash Flow & Budget            | P17      | D16-17     | U16-17          |                |                |
| 18 Income Statement              | P18      | D40.40     | W16-19          | C17-19         |                |
| 19 Balance Sheet                 | P19      | D18-19     | 19 U18-19       |                |                |



## P02i Practice | Management & Entrepreneurship

| YOUR NAME  | INSTRUCTOR VERSION |  |  |
|--|--------------------|--|--|
| DATE DUE   |                    |  |  |
| GRADE  |                    |  |  |
| Practice concepts from §2 of the Learning & Activity Book. |                    |  |  |

### Being an Entrepreneur

Answers will vary.

## **Entrepreneurship and You**

Answers will vary.



### **Profit and Revenue**

Calculate the profit made from selling products.

| REVENUE FROM<br>PRODUCT<br>SALES            | \$100 | \$1,200 | \$700 |
|---|-------|---------|-------|
| MONEY SPENT<br>TO MAKE AND<br>SELL PRODUCTS | \$50  | \$600   | \$400 |
| PROFIT                                      | \$50  | \$600   | \$300 |

Calculate the profit made from operating a business.

| REVENUE FROM SALES                   | \$500 | \$1,200 | \$400 |
|--------------------------------------|-------|---------|-------|
| COST OF<br>OPERATING<br>THE BUSINESS | \$420 | \$800   | \$200 |
| PROFIT                               | \$80  | \$400   | \$200 |



## Calculate the profit for the owners of the business.

| INVESTMENT<br>MADE IN THE<br>BUSINESS | \$500 | \$800   | \$1,000 |
|---------------------------------------|-------|---------|---------|
| SELLING PRICE<br>OF BUSINESS          | \$700 | \$1,100 | \$3,000 |
| PROFIT                                | \$200 | \$300   | \$2,000 |

### Calculate the revenue from selling products.

| PRODUCT<br>SELLING PRICE  | \$15 | \$30  | \$80    |
|---------------------------|------|-------|---------|
| QUANTITY OF PRODUCTS SOLD | 5    | 20    | 50      |
| REVENUE                   | \$75 | \$600 | \$4,000 |

### Calculate the profit from selling products.

| PRODUCT<br>SELLING PRICE            | \$10 | \$15 | \$35        |
|-------------------------------------|------|------|-------------|
| COST TO MAKE<br>AND SELL<br>PRODUCT | \$8  | \$17 | \$39        |
| PROFIT                              | \$2  | -\$2 | <b>-\$4</b> |



## **Equity**

Calculate the new value of the business based on profit.

| VALUE OF<br>BUSINESS                   | \$15 | \$20 | \$26 |
|--|------|------|------|
| NEW PROFIT<br>FROM SELLING<br>PRODUCTS | \$2  | \$10 | \$4  |
| NEW VALUE OF<br>BUSINESS               | \$17 | \$30 | \$30 |

Calculate the new value of the business based on selling equity.

| VALUE OF<br>BUSINESS           | \$23 | \$10 | \$40 |
|--------------------------------|------|------|------|
| MONEY RAISED<br>SELLING SHARES | \$3  | \$5  | \$6  |
| NEW VALUE OF<br>BUSINESS       | \$26 | \$15 | \$46 |



### **Market Share**

Calculate the customer market share of the business.

| NUMBER OF<br>CUSTOMERS      | 100 | 200 | 300 |
|-----------------------------|-----|-----|-----|
| PURCHASE FROM<br>BUSINESS A | 40  | 150 | 150 |
| PURCHASE FROM<br>BUSINESS B | 60  | 50  | 150 |
| MARKET SHARE<br>BUSINESS A  | 40% | 75% | 50% |

## **Managing Risk**

Calculate the return on investment.

| MONEY INVESTED | \$200 | \$200    | \$200 |
|----------------|-------|----------|-------|
| RETURN         | \$10  | \$50     | \$200 |
| TOTAL          | \$210 | \$250    | \$400 |
| RISK           | LOW   | MODERATE | HIGH  |



## D02i Definition | Management and Entrepreneurship

| YOUR NAME   | INSTRUCTOR VERSION |  |
|---|--------------------|--|
| DATE DUE  |                    |  |
| GRADE   |                    |  |
| Define the terms below from §2 of the Learning & Activity Book. |                    |  |

#### 1. PRODUCTS

The term product is often used to mean goods or both goods and services.

#### 2. REVENUE

Money generated by a business when a consumer pays for a product or service.

#### 3. PROFIT

The result of a business generating more money than it spends.

#### 4. ENTREPRENEUR

A person who starts and operates a business while assuming the risks and rewards. Most entrepreneurs own and run small businesses, such as a retail store, a gas station, a flower shop, etc.

#### 5. EQUITY

The value of a business. Business value is generated in one of two ways: generating profit and/or raising money.



#### 6. MARKET SHARE

The percentage of customers or sales a business wins in comparison to other business in the same type of business is called market share. A business with high market share may dominate its competitors, and can increase the value of the business.

#### 7. BRAND

How people feel about your business or product. The better they feel about you, the more likely they are to try your product and stay loyal to your business.

#### 8. SATISFIED CUSTOMER

A customer that uses a product and is pleased with it. Satisfied customers return and buy again, and may also tell their friends/family.

#### 9. LOYAL CUSTOMER

A customer that repeatedly buys from the same business, and is reluctant to change.

#### 10. WORD-OF-MOUTH

Free advertising and/or promotion for a business when satisfied customers tell their friends about their products or services.



## **U02i** Unscramble | Management & Entrepreneurship

| YOUR NAME   | INSTRUCTOR VERSION |  |
|---|--------------------|--|
| DATE DUE  |                    |  |
| GRADE   |                    |  |
| Unscramble the terms below from §2 of the Learning & Activity Book. |                    |  |

UQYTIE EQUITY

YLLAO UTSEMROC LOYAL CUSTOMER

TUCPSDOR PRODUCTS

VERNUEE REVENUE

NARBD BRAND

FITDASSEI TEOMUCSR SATISFIED CUSTOMER

FOIPTR PROFIT

DORW-FO-MUHTO WORD - OF - MOUTH

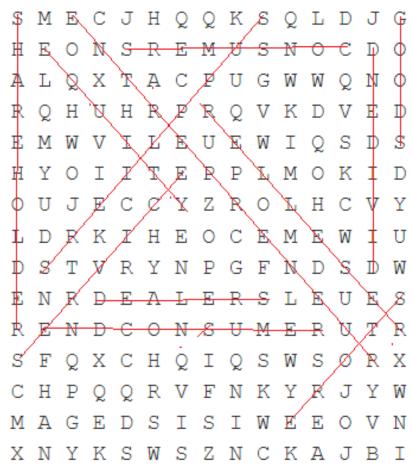
NENTERREUPER ENTRE PRENEUR

METKAR HAESR MARKET SHARE



## W01-03i Word Search | Business Basics, Management & Entrepreneurship, Ownership

| YOUR NAME  | INSTRUCTOR VERSION |
|--|--------------------|
| DATE DUE   |                    |
| GRADE  |                    |
| Find and circle the terms below from §1 to §3 of the Learning & Activity Book. |                    |



CONSUMERS
DEALERS
DIVIDEND
END-CONSUMER

ENTREPRENEUR EQUITY GOODS RESELLER

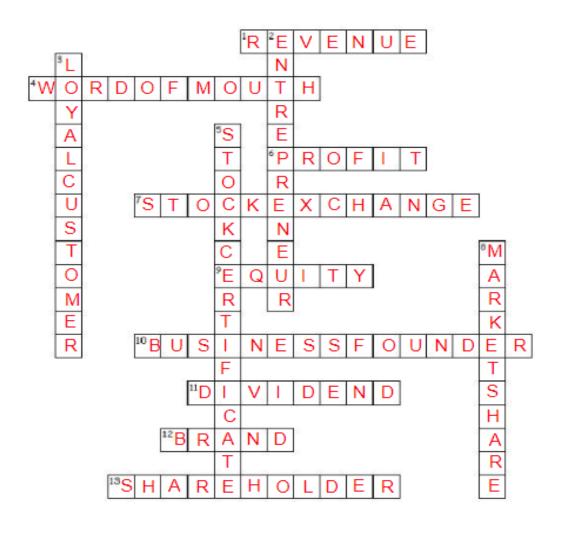
SERVICE
SHAREHOLDER
STORE
SUPPLIERS



## C02-03i Crossword | Management & Entrepreneurship, Ownership

| YOUR NAME | INSTRUCTOR VERSION |
|-----------|--------------------|
| DATE DUE  |                    |
| GRADE     |                    |

Using the clues provided, complete the crossword puzzle with the correct terms from §2 and §3 of the *Learning & Activity Book*.



#### **ACROSS**

- 1. Business generated money
- 4. Free advertising
- 6. Getting more money than spent
- 7. Also called Stock Market
- 9. The value of a business.
- 10. Starts and owns for-profit
- 11. A payout to owners
- 12. How they feel about your business
- 13. An owner of a business

#### **DOWN**

- 2. Person starting a business
- 3. Repeat buyer
- 5. Document of ownership
- 8. Business's percentage of customers

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