

Paraphrase the sentences below by replacing the underlined part with the expressions in the box.

|           |          |            |     |     |            |     |
|-----------|----------|------------|-----|-----|------------|-----|
| cope with | delegate | prioritise | run | set | trust (x2) | win |
|-----------|----------|------------|-----|-----|------------|-----|

1. A good manager know when to give part of the work to a member of the team.
2. Let's put these tasks in order of importance so we do the most important work first.
3. Staff must feel sure that their manager's judgement is correct.
4. She wants to establish short-term and long-term goals for her career.
5. You need a lot of skills to be in charge of a large department.
6. People believe that great leaders are honest and will not do anything bad or wrong.
7. I think it is very hard to deal successfully with failure.
8. The new manager is finding it hard to gain his staff's respect.