

**Management and leadership - Vocabulary:**

Write the letter of the correct definition/synonym in front of the term. One definition will be used twice.

|     | <b>term</b>            | <b>definition/synonym</b>                                                 |
|-----|------------------------|---------------------------------------------------------------------------|
| 1.  | _____ on par           | a. lacking previous experience                                            |
| 2.  | _____ procrastinate    | b. skills / abilities                                                     |
| 3.  | _____ delegate         | c. direct involvement                                                     |
| 4.  | _____ chain of command | d. to delay something                                                     |
| 5.  | _____ carry out tasks  | e. the order in which authority and power in an organization is delegated |
| 6.  | _____ inexperienced    | f. available                                                              |
| 7.  | _____ efficient        | g. passionate                                                             |
| 8.  | _____ hands on         | h. equal to; at the usual or expected standard                            |
| 9.  | _____ tough            | i. to complete tasks                                                      |
| 10. | _____ competencies     | j. targets                                                                |
| 11. | _____ put off          | k. to assign work to others                                               |
| 12. | _____ enthusiastic     | l. productive                                                             |
| 13. | _____ goals            | m. demanding                                                              |
| 14. | _____ accessible       |                                                                           |