

## VOCABULARY

## 7 Management styles

## 1 Complete this table.

| adjective           | negative adjective  | noun                |
|---------------------|---------------------|---------------------|
| considerate         | ..... <sup>1</sup>  | ..... <sup>2</sup>  |
| ..... <sup>3</sup>  | incompetent         | ..... <sup>4</sup>  |
| ..... <sup>5</sup>  | ..... <sup>6</sup>  | creativity          |
| diplomatic          | ..... <sup>7</sup>  | ..... <sup>8</sup>  |
| ..... <sup>9</sup>  | indecisive          | ..... <sup>10</sup> |
| ..... <sup>11</sup> | ..... <sup>12</sup> | flexibility         |
| inspiring           | ..... <sup>13</sup> | ..... <sup>14</sup> |
| ..... <sup>15</sup> | illogical           | ..... <sup>16</sup> |
| ..... <sup>17</sup> | ..... <sup>18</sup> | loyalty             |
| organised           | ..... <sup>19</sup> | ..... <sup>20</sup> |
| ..... <sup>21</sup> | inefficient         | ..... <sup>22</sup> |
| ..... <sup>23</sup> | ..... <sup>24</sup> | responsibility      |
| sociable            | ..... <sup>25</sup> | ..... <sup>26</sup> |
| ..... <sup>27</sup> | unsupportive        | ..... <sup>28</sup> |

## 2 Choose the best word to complete each sentence.

- Byron makes all the decisions himself. He's not at all *autocratic* / *collaborative*.
- Melanie is really *people-orientated* / *controlling*. She's a very good listener, and I think she really enjoys the social side of work.
- Pete has a *centralising* / *laissez-faire* management style. He doesn't make all of the decisions, but everything that happens in the office crosses his desk.
- Alberto's real strength is that he's *directive* / *task-orientated*. He loves scheduling, organising and completing a job.
- Leyla's a *hands-on* / *empowering* manager. She doesn't just tell people what to do, she really gets involved in the work.
- Andre's *delegating* / *democratic* style means that when we have meetings, he really listens to everyone's opinion. Consensus is very important to him.

## TEXT REFERENCE

## Complete the e-mail below with the pronouns in the box.

he it the one them they we

Dear Mika,  
 .....<sup>1</sup>'s 10 p.m., but I'm still in the office. Mr Chang is in New York today, and  
 .....<sup>2</sup> asked me to help him finish his two PowerPoint presentations. He wants  
 to show .....<sup>3</sup> to the New York team first thing tomorrow morning when .....<sup>4</sup>  
 start work.  
 Do you remember Dr Jarvis? He was .....<sup>5</sup> who invited Mr Chang to come to New  
 York. He's there, and he said if the project goes well, .....<sup>6</sup> can all expect a rise!  
 I'd better get back to work.

Irving