



Unit 4: Organization

Vocabulary

Vocabulary	Part of speech	Meaning	Note
1. Accomplishment		Achievement: successful completion of something	
2. Bureaucratic		Insisting on strict rules and routine, often to the point of hindering effectiveness	
3. Call centre		an office where people answer questions and make sales over the phone	
4. Caring		displaying kindness and concern for others	
5. Carry out		complete a plan	
6. Campaign		a series of operations to accomplish a goal	
7. Competition		the struggle among producers for the dollars of consumers	
8. Conservative		holding to traditional attitudes and values and cautious about change or innovation, typically in relation to politics or religion.	
9. Decentralised / centralised		a management structure in which many decisions are not taken at the centre of the business but are delegated to lower levels of management	
10. Deal with		take action to solve a problem	
11. Draw up		write a legal document	
12. Democratic		Ensuring that all people have the same rights	
13. Distribution centre		a building from which goods or supplies are sent to factories, shops or customers	
14. Dynamic		active, energetic	
15. Empower		to give power or authority to; to enable; to permit	
16. Factory / plant		a large building or group of buildings where goods are made (using machinery)	
17. Formal / informal		following rules or customs, often in an exact and proper way	



18. Foster		(v.) to bring up, give care to; to promote, encourage; (adj.) in the same family but not related by birth	
19. Headquarters		the main office or building of a company	
20. Hierarchical		arranged in order of rank	
21. Impersonal		not influenced by, showing, or involving personal feelings	
22. Intellectual		of or associated with or requiring the use of the mind	
23. Issue		an important topic or problem for debate or discussion release	
24. Market-driven		Responding to customers' needs.	
25. Objective		unbiased; not subjective	
26. Outlet		a place through which products are sold	
27. Philosophy		A system of beliefs and values	
28. Professional		relating to or belonging to a profession	
29. Progressive		going forward to something considered better	
30. Prominent		standing out so as to be easily seen; important, well-known	
31. Service center		a place where faulty products are mended	
32. Subsidiary		a company that is completely controlled/ half-owned by another company	
33. Typically		normally or usually	
34. Warehouse		a large building used for storing goods	