

# VOCAB AND GRAMMAR REVIEW

## Managing people

1. Complete the first gap in the sentences below with a verb from Box A and the second gap with a preposition from Box B.

Box A			
listen	communicate	deal	believe
invest	respond	delegate	

Box B			
to	in	in	to
to	with	with	

**Seven ways to manage people more successfully**

- 1 Your staff will often have good ideas and suggestions, so ... *listen* ... *to* ... what they have to say.
- 2 Do not think you have to do everything yourself. .... tasks ..... other people.
- 3 Problems may be more difficult to solve if you wait too long, so ..... them as soon as you can.
- 4 Good employees want to develop professionally, so ..... courses and seminars for them.
- 5 Clear information is very important. .... your employees clearly, so that they know exactly what you expect.
- 6 When your employees are satisfied, they work more effectively, so ..... their needs without delay.
- 7 And finally, remember that trust is essential. Your staff needs a manager that they can strongly .....

2. Put the words in the correct order to make a reported dialogue.

1. My/ready/wasn't/asked/my/why/me/boss/report

*My boss asked me why my report wasn't ready.*

2. working/computer/I/my/properly/replied/wasn't

\_\_\_\_\_

3. a/He/I/needed/new/one/said/that

\_\_\_\_\_

4. also/ahead/Then/he/should/plan/to/said/try/I

\_\_\_\_\_

5. organised/was/answered/well/I/usually/I/that

\_\_\_\_\_

6. a/asked/computer/Finally,/get/him/I/I/new/when/would

\_\_\_\_\_

### 3. Report these questions.

1. Do you adapt easily to new situations?

He asked her \_\_\_\_\_

2. How often do you invest in courses?

He asked her \_\_\_\_\_

3. Are you having difficulty contacting our consultant?

He asked her \_\_\_\_\_

4. Why is this year's budget so small?

He asked her \_\_\_\_\_