

## 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.

- 1 Byron makes all the decisions himself. He's not at all *autocratic / collaborative*.
- 2 Melanie is really *people-orientated / controlling*. She's a very good listener, and I think she really enjoys the social side of work.
- 3 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.
- 4 Alberto's real strength is that he's *directive / task-orientated*. He loves scheduling, organising and completing a job.
- 5 Leyla's a *hands-on / empowering* manager. She doesn't just tell people what to do, she really gets involved in the work.
- 6 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> 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