

VOCABULARY

7 Management styles

1 Complete this table.

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

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,

.....¹'s 10 p.m., but I'm still in the office. Mr Chang is in New York today, and² asked me to help him finish his two PowerPoint presentations. He wants to show³ to the New York team first thing tomorrow morning when⁴ start work.

Do you remember Dr Jarvis? He was⁵ who invited Mr Chang to come to New York. He's there, and he said if the project goes well,⁶ can all expect a rise! I'd better get back to work.

Irving