

Name _____ Date _____ Period _____

Chapter 4 Section 5

THE STRUCTURE OF FORMAL ORGANIZATIONS

Directions: As you read, complete the worksheet below.

1. Sociologists use the term _____ to describe a large, complex secondary group that has to achieve specific goals
2. A _____ is a ranked authority structure that operates according to specific rules and procedures.
3. Bureaucracies were created to _____ organize groups to complete a set of goals.

BUREAUCRATIC THEORY

Bureaucratic theory explains the setup, operation, and management of organizations as formal, rational, well-organized, hierarchical systems.

DEFINITION

Weber's bureaucratic theory mirrors two key phenomena of the early 20th century: professionalization and rationalization:

1. **Professionalization:** secure and efficient legal, financial etc. transactions.
2. **Rationalization:** organization based on reason and objectivity rather than emotions or arbitrariness.

SIX PRINCIPLES OF BUREAUCRACY

1. Division of labor (specialization)
2. Formal selection
3. Impersonality
4. Hierarchical authority relationship
5. Formal rules and regulations
6. Career orientation

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4. Who came up with the theory described in the image above? _____
5. A _____ is typically a nonprofit organization formed to pursue some common interest.
6. Corporate life in Japan is considered to be a very _____ of everyday life.

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7. The importance of _____ relationships within formal

_____ was first noted in a research project at the Hawthorne, Illinois, plant of the Western Electric Company.

8. One reason why actual _____ are less effective is that they lose sight of their original goals.

9. Sociologist Robert Michels called this tendency of organizations to become increasingly dominated by small groups of people the _____ .