

Drag and drop exercise:

Dress code	culture	hierarchy	queue	run errands
red tape	detrimental	values	flexibility	image
atmosphere	outgoing	structure	open-plan	strategy

1. A line of people usually waiting.
2. The ability to change or be changed.
3. Official rules and processes that seem unnecessary.
4. A set of rules for what you can wear.
5. A detailed plan for achieving success.
6. To make a short trip to complete a specific task or chore.
7. Principles that help you decide what is right or wrong.
8. Attitudes or beliefs shared by a particular group of people.
9. Categorization of a group into ranks or grades.
10. A room with few or no walls inside.
11. The visual impression of something or someone.
12. Causing harm or damage.
13. The way something is built, arranged and organized.
14. Friendly and energetic.
15. A surrounding influence or general impression you get of a place.