



## UNIT 3.1

### FURTHER READING



#### 1. Look at these words based around manage and organize.

a. Put the stress sounds in each word, then repeat the words with the correct stress.

manager	managing	managerial	management
organize	organisation	organisational	

b. Complete the sentences below using each word in the box above once only.

1. Can you learn how to be a \_\_\_\_\_, or are you born one?
2. The company began a world-wide \_\_\_\_\_ in just twenty years.
3. In Britain the Chief Executive Officer (CEO) is called the \_\_\_\_\_ director.
4. An \_\_\_\_\_ chart shows the structure of the entire company.
5. The firm went bankrupt because of bad \_\_\_\_\_.
6. I'd like you to \_\_\_\_\_ in alphabetical order please.
7. It was the most difficult \_\_\_\_\_ decision she had ever had to make.

#### 2. Add prefixes (un-, re-, dis-, ir-, in, il-, im-) to these words to give their opposite meanings. Then discuss with your partner the following question: Who will be the best person that you'd like to work with? Explain why.

Ex: efficient- inefficient

- a. ....communicative
- b. ....decisive
- c. ....loyal
- d. ....organised
- e. ....practical
- f. ....social
- g. ....patient
- h. ....responsible

**3. Complete the sentences using the prepositions in the box below.**

in	for	with	to	of
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- The foreman is ..... charge ..... the workers in his section.
- The production manager reports ..... the managing director. She is responsible ..... the smooth running of production.
- Jennifer works ..... computers. She deals ..... customer support.
- The personnel officer is responsible ..... the managing director.

**4. Complete the text below using the words from the box.**

<i>book/ buy/ check-in/ do/ go through/ queue/ take/ watch</i>
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*I often travel from England to South America for business. It's always the same. First, I go on the Internet and .....<sup>1</sup> a plane ticket. I also .....<sup>2</sup> a hotel room for my stay.*

*When I get to the airport, I never .....<sup>3</sup> at the check-in desk. I use electronic check-in and I carry my luggage onto the plane with me. Of course, I always .....<sup>4</sup> security. Sometimes, they look inside my suitcase. On the plane, I usually have lunch and .....<sup>5</sup> an in-flight movie.*

*When I arrive, I .....<sup>6</sup> a taxi to my hotel. I .....<sup>7</sup> at the hotel, have a shower and eat. Then it's time for bed. When I return home, I .....<sup>8</sup> some shopping at the airport. I always buy souvenirs.*