

Student Name:

Grade:

Date:

Topic: Organisational structure

Activity: Fill in the gaps using the correct word from the list. Each word can only be used once.

functional **matrix** **manager** **report** **roles**
communicate **decisions** **responsibility** **chart**

The organisational structure for an organization describes the different levels of _____ and how people _____ to each other.

This structure can be represented by an organisational _____. It shows the different _____ people have in the company.

It is easier to _____ and make _____ in a flat structure. On the other hand, a _____ organisational structure helps an organisation with different departments to define roles and responsibilities. _____ organisational structure is a little complex as one employee may report to more than one _____.