

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 _____.