

## Exercises

### 7.1 Find a word in the text opposite that matches each definition below. The words appear in order.

- 1 expecting other people to obey rules completely \_\_\_\_\_
- 2 needing a lot of your time and energy \_\_\_\_\_
- 3 involving the agreement of most people in a group; democratic \_\_\_\_\_
- 4 giving training or advice for a specific job or task \_\_\_\_\_
- 5 advising and helping someone more generally over a longer time period \_\_\_\_\_
- 6 exchange of information between people so that they work well together \_\_\_\_\_
- 7 where people and jobs are divided into many levels of importance \_\_\_\_\_
- 8 taking action before it's needed, rather than waiting until problems develop \_\_\_\_\_

### Now do the same for the words in 'Person specification' opposite.

- 9 showing a lot of care and attention \_\_\_\_\_
- 10 including every possible detail and avoiding mistakes \_\_\_\_\_
- 11 wanting to do something very much so that you will not let anything stop you \_\_\_\_\_
- 12 a problem that delays or stops progress \_\_\_\_\_

### 7.2 Change each adjective into an opposite meaning by filling in the letters. If there is a prefix, it may be *de-*, *dis-*, *in-* or *un-*.

1 simple	bureau_ _ _ _ _
2 centralized	_ _ centralized
3 co-operative	_ _ co-operative / _ _ helpful
4 coordinated	_ _ coordinated
5 direct	_ _ direct
6 flexible	_ _ flexible / ri_ _ d
7 hands-off	hands_ _
8 honest	_ _ honest
9 intuitive	rat_ _ al
10 methodical	carel_ _
11 organized	_ _ organized / me_ _ y
12 stressed	re_ _ ed / c_ _ m
13 supportive	_ _ supportive
14 top-down	b_ _ _ _ _
15 transparent	_ _ clear

**7.3 Choose the best adjective from those in 7.2 (both columns) to describe these managers.**

- 1 He's under a lot of pressure and looks worried all the time.  
He's really \_\_\_\_\_.
- 2 Once she's made a plan, she doesn't like changing it. She's a bit \_\_\_\_\_.
- 3 He likes to get involved and do things, rather than just talking about them or making other people do them. He's very \_\_\_\_\_.
- 4 Her desk is so untidy – papers everywhere! It's really \_\_\_\_\_.
- 5 He produces complicated rules for everything. His approach is very \_\_\_\_\_.
- 6 She's honest and open and doesn't try to hide anything.  
She's very \_\_\_\_\_.

**7.4 Make phrases by matching an item from each column.**

1 lack	on your own and be self-motivated
2 know	the initiative
3 work	vision and fail to show leadership
4 take	where you stand
5 keep	quickly after a setback
6 give	general strategy into specific objectives
7 recover	up to date with developments in the field
8 translate	feedback in an appropriate way

**7.5** Complete the text about teams with the words in the box.

<i>breathing</i>	<i>carry out</i>	<i>feedback</i>	<i>guiding</i>
<i>issuing</i>	<i>progress</i>	<i>report back</i>	<i>running</i>

The ability to lead teams is a key skill in the modern business world. The team leader has to move between a variety of approaches: <sup>1</sup> \_\_\_\_\_ instructions and supervising closely at times, <sup>2</sup> \_\_\_\_\_ and encouraging and offering advice at other times.

The team leader is of course responsible for monitoring overall <sup>3</sup> \_\_\_\_\_, but once the team is up and <sup>4</sup> \_\_\_\_\_, and the objectives and team roles are clearly defined, then he or she may be able to take a back seat for short periods of time.

Team members like to feel that they can <sup>5</sup> \_\_\_\_\_ their roles without the leader <sup>6</sup> \_\_\_\_\_ down their neck all the time.

However, they do need to <sup>7</sup> \_\_\_\_\_ regularly, and the team leader is expected to give them constructive <sup>8</sup> \_\_\_\_\_ on their performance.