

PROGRESS CHECK – UNIT 2

I. Choose one of the possible answers that best complete the sentence.

1. Management is the act of _____ to accomplish desired goals and objectives efficiently and effectively.
 - A. engaging with an organization's human talent
 - B. using the physical resources at a manager's disposal
 - C. A and B
2. In order to accomplish a goal, management includes _____.
 - A. planning, staffing and controlling.
 - B. planning, organizing, staffing, directing, and controlling.
 - C. planning, organizing, staffing, leading, directing, and controlling an organization or effort.
3. According to the text, using an organization's resources means _____.
 - A. deploying and manipulating human resources and efficiently allocating the organization's financial, technological, and natural resources.
 - B. allocating the organization's financial, technological, and natural resources.
 - C. deploying and manipulating human resources.
4. _____ was one of the most influential contributors to modern concepts of management.
 - A. Mary Parker Follett
 - B. Henri Fayol
 - C. No information
5. Mary Parker Follett defined management as _____.
 - A. philosophy
 - B. psychology
 - C. ideology

II. Complete the passage by filling in the blanks with suitable words.

Generally, management is the act of engaging with an organization's human talent and using the physical resources at a manager's disposal to accomplish desired goals and objectives efficiently and effectively. A manager has a (1)..... of utilizing an organization's resources that controlling and bringing human (2)..... into effect

(or human capital), and distributing the organization's financial, technological, and (3)..... resources effectively. While Henri Fayol (1841–1925) concentrates (4)..... the functions of management (5)..... forecasting, planning, organizing, (6)....., coordinating, and controlling, Mary Parker Follett (1868–1933) regards (7)..... as "the art of getting things done through people", and also as (8)..... . To conclude, managing work, (9)..... processes, technology, etc. helps enhancing the organization's effectiveness and achieving its (10)

III. Give the Vietnamese equivalent for the following words and phrases.

1. a distinct sub-discipline
2. traditional public administration
3. organizational theorists
4. The internationalization of the dialogue
5. sets of nations
6. the will of the political masters
7. public administration
8. academics
9. practitioners
- 10.technical skills
- 11.public employees
- 12.general elections
- 13.public services
- 14.institutions
- 15.relationships
- 16.organizational structures
- 17.occupational category
- 18.administrative power
- 19.regulatory power
- 20.public management