

Reading and grammar test

Name _____

Date _____

1. Read and choose.

Administration management is important in every company. It helps the company to work well. Managers plan and organize work. They make sure that employees know their jobs. Every day, managers meet with their teams. They talk about projects and goals. Last week, the manager had a meeting about a new project. They discussed new ideas and solutions. In the future, the company will hire more employees. The manager is going to train them to do their jobs well. Good administration helps the company grow and succeed.

1. Administration management is not important in companies
2. Managers plan and organize work
3. Last week, the manager had a meeting about a new Project.
4. The manager talks with employees every month
5. In the future, the company will hire more employees
6. Good administration does not help the company grow
7. Employees know their jobs because of good management
8. The manager is going to train new employees next week
9. Managers discuss ideas in meetings with their teams
10. Administration management is only for big companies
