

**Task 1: Complete the sentences using the words from the provided list:**

**strategy, value, choice, alternatives, brainstorming, analysis, outcome, scenario, perspective, objective, estimating, opportunity.**

1. After conducting a detailed \_\_\_\_\_, the engineering team identified a hidden flaw in the design that could have led to costly repairs down the line.
2. The lead engineer emphasized the importance of aligning each decision with the project's ultimate \_\_\_\_\_: to create a sustainable, long-lasting solution.
3. Faced with several \_\_\_\_\_, the team chose the option that not only solved the problem but also enhanced the overall system's performance.
4. The final \_\_\_\_\_ of the project was a result of precise planning, adaptability, and the team's ability to make critical decisions under pressure.
5. By changing their \_\_\_\_\_, the engineers were able to approach the issue from a new angle, discovering a simpler and more effective solution.
6. The \_\_\_\_\_ session turned out to be a goldmine of ideas, with each engineer offering a unique approach that could significantly improve the design.
7. The project required an accurate \_\_\_\_\_ of material costs, which was complicated by fluctuating market prices and delivery uncertainties.
8. The new \_\_\_\_\_ of the innovative technology was realized when it not only met the client's needs but also exceeded performance expectations.
9. The team had to make a tough \_\_\_\_\_ between speed and quality, knowing that one would affect the other.
10. The engineers reviewed every possible \_\_\_\_\_ where their systems might fail to ensure they were prepared for unexpected challenges.
11. Recognizing an unexpected \_\_\_\_\_ for improvement, the team reworked the design, reducing production time by 20%.
12. The \_\_\_\_\_ for this project involved careful risk management, anticipating every potential setback and having a backup plan in place.

**Task 2. Read the statements and indicate whether the following statements are true or false.**

1. \_\_\_\_\_ Decision-making is solely based on logical reasoning.
2. \_\_\_\_\_ Cultural background can influence the decision-making process.
3. \_\_\_\_\_ Emotions have no impact on decision-making.
4. \_\_\_\_\_ It is beneficial to reflect on past decisions to improve future choices.
5. \_\_\_\_\_ A clear understanding of goals can make the decision-making process easier.

6. \_\_\_\_\_ Group decision-making always leads to better outcomes than individual decisions.
7. \_\_\_\_\_ Gathering too much information can make decision-making more confusing.
8. \_\_\_\_\_ The decision-making process is the same for every individual.
9. \_\_\_\_\_ Time constraints can affect the quality of decisions made.
10. \_\_\_\_\_ Overthinking can sometimes delay or complicate decision-making.

**Task 3. Choose the correct characteristic to the following individuals.**

1. \_\_\_\_\_ This individual approaches decisions in a structured and organized manner, carefully considering each step before proceeding.
2. \_\_\_\_\_ This individual often struggles to make decisions, weighing options for too long and feeling uncertain about the best course of action.
3. \_\_\_\_\_ This person is unwavering in their pursuit of goals, showing resilience and commitment even in the face of challenges.
4. \_\_\_\_\_ This individual relies on gut feelings and intuition, often making quick decisions based on immediate reactions.
5. \_\_\_\_\_ This person is adaptable and open to change, willing to adjust plans based on new information or circumstances.
6. \_\_\_\_\_ This individual takes time to reflect on the implications of their choices, considering the feelings and perspectives of others.
7. \_\_\_\_\_ This person generates innovative ideas and solutions, thinking outside the box when faced with challenges.
8. \_\_\_\_\_ This individual prioritizes logic and reason, analyzing facts and data to arrive at a conclusion.
9. \_\_\_\_\_ This individual maintains clear attention to their objectives, remaining committed to their goals despite distractions.
10. \_\_\_\_\_ This person navigates social situations with sensitivity, considering how their decisions will affect others.
11. \_\_\_\_\_ This individual prefers to work independently, relying on their own judgment rather than seeking input from others.
12. \_\_\_\_\_ This individual tends to act quickly without thorough consideration, often prioritizing immediate gratification.

**Task 4. Choose the correct description to the following individuals based on the phrases provided.**

1. \_\_\_\_\_ "I enjoy working on one task at a time and prefer to stay out of the spotlight."
2. \_\_\_\_\_ "I love brainstorming future possibilities and exploring new skills."
3. \_\_\_\_\_ "I tend to focus on the details and can recall specific facts easily."
4. \_\_\_\_\_ "I prefer to stay objective and make decisions based on logic rather than emotions."
5. \_\_\_\_\_ "I enjoy being around people and handling multiple activities at the same time."
6. \_\_\_\_\_ "I like to keep my schedule open and start projects when I feel inspired."
7. \_\_\_\_\_ "I appreciate giving compliments and fostering harmony in relationships."
8. \_\_\_\_\_ "I feel accomplished when I finish tasks and stick to my plans."

**Task 5. Read the text and fill in the gaps with the correct removed part.**

### **Decision Making in Business**

- A. everyone feels comfortable sharing their thoughts**
- B. intuition also plays a role**
- C. can systematically assess the implications of their choices**
- D. By analyzing what worked and what didn't**
- E. available and weigh the potential outcomes of each option**
- F. between impulsive actions and well-considered choices**
- G. based on new information or shifting circumstances**

In the fast-paced world of business, effective decision-making is crucial for success. The process often begins with a thorough analysis of the available information. This initial step involves gathering relevant information from various sources to ensure that all aspects of the situation are understood. By doing so, businesses can identify the alternatives **1) \_\_\_\_\_**. Collaboration plays a significant role in group decision-making. Teams often engage in brainstorming sessions to explore diverse perspectives and generate innovative ideas. This collaborative approach not only fosters creativity but also helps in building consensus among team members. It's essential to create an environment where **2) \_\_\_\_\_**, as this can lead to more informed choices.

When faced with a tough decision, leaders must balance short-term goals with long-term objectives. This requires a careful evaluation of the value each option brings to the organization. By adopting a methodical approach, decision-makers **3) \_\_\_\_\_**, considering both the practical aspects and the emotional impact on stakeholders. In today's dynamic business landscape, being flexible and open to change is vital.

Decision-makers must be willing to adjust their strategies **4) \_\_\_\_\_**. This adaptability can often lead to opportunities that might not have been initially apparent. Moreover, emotions can significantly influence decision-making. While it's important to rely on logic and data, **5) \_\_\_\_\_**. Trusting one's instincts can sometimes lead to better outcomes, especially

in situations where quick decisions are necessary. However, it's crucial to strike a balance  
6) \_\_\_\_\_.

Finally, reviewing decisions and their consequences is an essential part of the decision-making process. Reflecting on past decisions provides valuable insights that can inform future choices.

7) \_\_\_\_\_, businesses can refine their strategies and improve their decision-making frameworks. In conclusion, effective decision-making in business involves a blend of analysis, collaboration, flexibility, and reflection. By considering all these factors, organizations can navigate challenges and seize opportunities, ultimately driving success and growth.

**Task 6. Fill in the gaps in the collocations from the text. with the correct word.**

- \_\_\_\_\_ and open to change
- Emotional \_\_\_\_\_
- \_\_\_\_\_ information
- \_\_\_\_\_ sessions
- Short-term \_\_\_\_\_
- Informed \_\_\_\_\_
- Weigh the \_\_\_\_\_
- \_\_\_\_\_ objectives
- Effective \_\_\_\_\_
- Diverse \_\_\_\_\_
- \_\_\_\_\_ ideas
- \_\_\_\_\_ analysis
- \_\_\_\_\_ strategies
- \_\_\_\_\_ opportunities
- Navigate \_\_\_\_\_

**Task 7. Read the dialogue and fill in the gaps in the summary with the correct word.**

**Alex:** Hey Sam, we need to make a decision about the new product design. We have two options: we can either stick with the current design and make minor improvements, or we could go for a complete redesign. What do you think?

**Sam:** Hmm, it's a tough call. I think we should start by analyzing the pros and cons of each option. The current design works, but it's not as efficient as it could be. A complete redesign could bring better performance, but it would require a lot more time and resources.

**Alex:** Right, and we also need to consider the cost. A redesign might be expensive, and we have a tight budget. On the other hand, sticking with the current design might limit our competitive edge.

**Sam:** That's true. We need to estimate how much the redesign would increase the value of the product in the long run. Maybe we could use some of the design features from the new concept and improve the current one?

**Alex:** I like that idea. We could do a hybrid solution – combine the best of both options. Let's brainstorm and see if we can come up with a few innovative features that we could implement quickly without needing a full redesign.

**Sam:** Agreed.

**Alex:** I think we're leaning toward the hybrid solution then. I'll do a cost-benefit analysis and share the numbers with you tomorrow. Let's see which option gives us the best return in the long term.

**Sam:** Sounds good. We'll need to be flexible in our approach and ready to adapt if we encounter any unexpected challenges.

**Alex:** Exactly. Flexibility is key, and we'll need to adjust our strategy as we go. Let's review everything together and make the best decision for the project.

Alex and Sam discuss whether to \_\_\_\_\_ the current design or pursue a \_\_\_\_\_ redesign for a project. Alex suggests \_\_\_\_\_ new features with the existing design to \_\_\_\_\_ performance without the high cost of a full redesign. Sam acknowledges the need to stay \_\_\_\_\_ but agrees that staying \_\_\_\_\_ is key. They decide to analyze the \_\_\_\_\_ and review the best approach, staying \_\_\_\_\_ as they proceed with their decision-making.