UNIT C

Revision

7 Management styles

VOCABULARY

1 Complete this table.

adjective	negative adjective	noun
considerate	.....[1]	.....[2]
.....[3]	incompetent	.....[4]
.....[5]	.....[6]	creativity
diplomatic	.....[7]	.....[8]
.....[9]	indecisive	.....[10]
.....[11]	.....[12]	flexibility
inspiring	.....[13]	.....[14]
.....[15]	illogical	.....[16]
.....[17]	.....[18]	loyalty
organised	.....[19]	.....[20]
.....[21]	inefficient	.....[22]
.....[23]	.....[24]	responsibility
sociable	.....[25]	.....[26]
.....[27]	unsupportive	.....[28]

2 Choose the best word to complete each sentence.

1 Byron makes all the decisions himself. He's not at all *autocratic / collaborative*.

2 Melanie is really *people-orientated / controlling*. She's a very good listener, and I think she really enjoys the social side of work.

3 Pete has a *centralising / laissez-faire* management style. He doesn't make all of the decisions, but everything that happens in the office crosses his desk.

4 Alberto's real strength is that he's *directive / task-orientated*. He loves scheduling, organising and completing a job.

5 Leyla's a *hands-on / empowering* manager. She doesn't just tell people what to do, she really gets involved in the work.

6 Andre's *delegating / democratic* style means that when we have meetings, he really listens to everyone's opinion. Consensus is very important to him.

TEXT REFERENCE

Complete the e-mail below with the pronouns in the box.

he	it	the one	them	they	we

Dear Mika,

.....'s[1] 10 p.m., but I'm still in the office. Mr Chang is in New York today, and .....[2] asked me to help him finish his two PowerPoint presentations. He wants to show .....[3] to the New York team first thing tomorrow morning when .....[4] start work.

Do you remember Dr Jarvis? He was .....[5] who invited Mr Chang to come to New York. He's there, and he said if the project goes well, ...[6] can all expect a rise! I'd better get back to work.

Irving

Scanned for Agus Suwanto

LIVEWORKSHEETS