

➤ Managerial Skills.
Vocabulary practice

NAME _____

➤ Fill in the blanks with the appropriate words:

accounting	concisely	aspiring	time	relating
necessary	personality	listen	headaches	busy

1. Generally, managers need to have communication skills, human skills, computer skills, _____ -management skills, and technical skills.
2. It is also _____ for managers to give verbal praise to workers.
3. A manager who doesn't _____ is not a good communicator.
4. Managers must write clearly and _____.
5. Those _____ to a management position can learn good writing skills.
6. _____ to other people is vital in order to be a good manager.
7. The manager must understand different _____ types and cultures to be able to supervise these workers.
8. Although computers can cause _____, at the same time they have simplified many of the tasks that are performed in the workplace.
9. Because the typical manager is a very _____ person, it is important that time be managed effectively.
10. A manager who is supervising accountants' needs to know the _____ processes.