

FINAL TEST

1. Translate the following words and word combinations into Russian

- 1) public sector institutions and services
- 2) to allocate resources of people and money
- 3) to deal with crises
- 4) to perform tasks
- 5) to measure performance
- 6) financial reward
- 7) hierarchy of needs
- 8) modern people-centered view of management
- 9) to eliminate jobs in recessions
- 10) to report to more than one superior

2. Write English equivalents for the following phrases

- 1) анализировать и классифицировать деятельность организации
- 2) выполняемая деятельность
- 3) индивидуальные задания
- 4) сообщать цели кому-то
- 5) люди, ответственные за выполнение
- 6) высококвалифицированные профессионалы
- 7) финансовая безопасность
- 8) груз ответственности
- 9) непосредственные подчиненные
- 10) постоянные конфликты по поводу того, каковы цели каждого подразделения

3. Complete the following paragraph using the correct article, where it is necessary

Managing 1____ career on 2____ way up is quite different from managing one at the point of 3____ organization. Individuals on 4____ way up have to build 5____

relationships with 6___ people they report to. They usually have to deal with subordinates in addition to 7___ people at 8___ same level as themselves. 9___ most senior staff only have those under them to relate to. You do not have to be smarter than your manager in order to manage 10___ relationship. Nor do you have to be better than your manager in any respect. Your manager may well be your career adviser and guide: he or she may have taught you almost everything you know about your line of business — and continue to teach you more. You may be planning to remain under his or her guidance in 11___ future. You can, of course, get on at work just by reacting positively to your manager, but that is not likely to be 12___ most successful way to run your working life. 13___ active policy of managing upwards will make you more successful and, at the same time, make 14___ business of going to work more enjoyable. It can also be a way to show appreciation to your manager for 15___ efforts he or she has made on your behalf. Finally, managing upwards will make it easier for your manager to manage you, leaving him or her more time for other roles and tasks.

4. Fill in the missing prepositions in the following sentences. Use one of the prepositions: in into with by for to at through of from on

1. Directors allocated \$100 million ____ the search ____oil. 2. The Bank will invest ____ a knowledge management system, using an intranet to share information ____ the organization. 3. Most international bank managers looked ____ ways to reduce their Latin American exposure in the 1980s. 4. In this country, women can retire ____ 60 and men ____ 65.

5. Insert the suitable words into the gaps:

performed delegating distinguish take complicated carry
out authority level departments activities describe

In business, organization structure means the relationships between positions and people who hold the positions. First of all we should 1_____ between the organizing function and organizing structure. The organizing function is the process of breaking down the overall task into small jobs along with delegated 2_____ to do those jobs and, then putting them back together in units, or 3_____, of an optimal size according to some consistent bases. Thus we can 4_____ the organizing function as dividing task into jobs, 5_____ authority, determining appropriate bases for departmentalizing jobs, and deciding the optimal number of jobs in a particular department. The 6_____ of most companies are too 7_____ to be organized in a single hierarchy. Shortly before the First World War, the French industrialist Henry Fayol organized his coal-mining business according to the functions that it had to 8_____. He is generally credited with inventing functional organization, including (among others) production, finance, marketing, sales, and personnel or staff departments. The functional type of

organization structure reflects an arrangement based on the nature of the activities that must be 9_____. Related activities are grouped together in the functional areas with which they are most clearly identified. The chief executive of each area occupies a position on the second 10_____ of the organization and generally has the title Vice-President. This means, for example, that the production and marketing departments cannot 11_____ financial decisions without consulting the finance department. The functional structure allows for coordination of related activities, thereby reducing the risk of empire building by specialized areas and resulting in greater efficiency.