

## Answer sheet – units 2 & 3

- **p. 16, ex. 1d:**

allocate resources (or people)	communicate information (or decisions)
develop strategies (or people/subordinates)	make decisions
measure performance	motivate people (or subordinates)
perform jobs	set objectives
supervise subordinates	

- **p. 18, ex. 2c:**

1 apparently	2 software
3 effort	4 hardware
5 trainees	6 expertise
7 layers	8 verify
9 amended	10 downfall

- **p. 20, ex. 1b:**

1C, 2E, 3B, 4A, 5F, 6G, 7D

- **p. 21, ex. 1c:**

A: functional structure	B: matrix structure
C: line structure	D: staff position

- **p. 26, ex. 3a:**

advantages of working in a small company: 2, 3, 4, 7, 9, 11, 13  
advantages of working in a big company: 1, 5, 6, 7, 8 (?), 10, 12, 14