

Test 1 | Management

Part One: Vocabulary

Which of these terms are defined below?

allocate	job description	motivate	resources
application form	job security	multinational	salary
autonomy	line authority	negotiate	short list
board of directors	logistics	objectives	skilled
decentralization	manual labour	personal	strike
factory	manufacturing industry	personnel	subordinates
functional organization	matrix management	planning	supervise
headhunters	merchandise	promotion	tertiary sector

- 1 a group of applicants selected for an interview
- 2 a short account of what a job consists of; the work that a particular employee is expected to do
- 3 a system in which decision-making passes from the top to the bottom of a hierarchy, as in the army, for example
- 4 a way of dividing a company into separate departments, depending on the tasks they carry out
- 5 an organization system in which people have responsibility to both a task or project and to their department
- 6 an organization's staff or work force; the people it employs
- 7 an organized refusal to work by a group of employees, in the attempt to achieve better pay or working conditions, or to protest about something
- 8 employees under someone else's authority or control
- 9 freedom to determine one's own behaviour and actions
- 10 people who attempt to engage senior managers and executives for job vacancies by attracting them from other companies
- 11 raising someone to a higher grade job
- 12 the extent to which a job can be considered as permanent
- 13 the part of the economy including services, commerce, marketing, banking, communications, transport, health care, education, and so on
- 14 to assign or designate resources for a particular purpose
- 15 to give an incentive to someone, to encourage
- 16 to talk to others in order to solve a problem or to reach an agreement

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