

UNIT 2 - REVISION

1 Complete the sentences with suitable prepositions or adverbs.

- 1 Companies are becoming very focused on bringing _____ people who fit into their culture.
- 2 Most staff members expressed interest _____ participating _____ various training programmes.
- 3 Is this only another hyped _____ product?
- 4 The two groups have further agreed to set _____ a joint venture company.
- 5 She dropped _____ of college. She worked for 3 years and then completed her education at a different college.
- 6 What I would like to do is to break _____ the activity of the company into cost centres.
- 7 A consultant should always assess a company's needs before deciding _____ the type _____ training the staff require.
- 8 We want our contractors to put their employees _____ similar training courses.
- 9 Dieter is responsible _____ all training programmes directed _____ inexperienced managers.
- 10 We're looking _____ the possibility of merging the two departments.
- 11 The company has fallen _____ with paying out to customers.
- 12 Providers of online MBAs want to tap _____ the huge potential demand _____ higher education.
- 13 They see tougher times ahead as rivals strive to catch _____.
- 14 Just make sure that you do not get carried _____ and do something you could end _____ regretting.

2 Fill the gap in each sentence with an appropriate form of the word in brackets.

- 1 Our manager often comes in and tells us about mistakes we've made in front of the whole office — it's not very _____. (tact)
- 2 These days, managers are encouraged to be _____ and _____, giving employees a chance to use their own initiative. (authority, dictator)
- 3 _____ intelligence — the way people relate to each other — is a key skill for a successful manager. (person)

3 A management consultant is giving a presentation about 'Identifying and keeping key staff'. Choose the best word to fill each gap from the alternatives given below. Put a circle round the letter, A, B or C, of the word you choose.

Every organization has key employees who are (1) _____ to its success. These people may not be the top managers but they have some (2) _____ or (3) _____ which would be difficult to replace if they left. So, it is important to find ways of (4) _____ these kinds of people to your organization and, once working for you, of (5) _____ them.

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|----------------|-------------|---------------|
| 1 A core | B critical | C needed |
| 2 A talent | B skilled | C experiences |
| 3 A expert | B experts | C expertise |
| 4 A hiring | B employing | C attracting |
| 5 A recruiting | B retaining | C maintaining |

4 Below are four of the five elements which Daniel Goleman identifies as part of 'EQ'. Decide which of the alternatives (A—E) each speaker is talking about. Write the letter of your answer in the box at the end of the sentence. There is one alternative that you don't need to use.

- 1 I'm enjoying my new job — I really want to go to work in the mornings!
- 2 I realize what my faults are and how these can affect my relationships with others.
- 3 I try to understand others' feelings, even if I haven't been in the same situation myself.
- 4 I try to control characteristics which might cause difficulties in my relationships with others.

- A self-awareness
- B empathy
- C people management
- D self-regulation
- E motivation