The top management is \_\_\_ for making an effective strategy of the company’s development.

Выберите один ответ:

responsible

responsibly

responsibility

response

Trade Unions need to help to solve problems in the relations between the company management and:

Выберите один ответ:

employees

employable

employment

unemployed

We are working hard to increase the\_\_\_ of our products.

Выберите один ответ:

competition

competitiveness

competitive

compete

The company is looking for an experienced \_\_\_ manager for our Singapore office.

Выберите один ответ:

big

high

VIP

top

Middle and junior managers in our company take regular training courses to increase their:

Выберите один ответ:

unqualified

qualify

qualified

qualification

Good time management requires a disciplined \_\_\_ to planning your working day.

Выберите один ответ:

decision

relations

measure

approach

\_\_\_ long-term and short-term goals provides for a stable company development in the future.

Выберите один ответ:

Setting

Involving

Deciding

Delegating

The staff at lower levels of the company \_\_\_ carry out the decisions taken by the senior management.

Выберите один ответ:

culture

hierarchy

environment

team

Being a(n) \_\_\_ worker you will easily adapt to a new environment.

Выберите один ответ:

efficient

co-operative

flexible

educated

Your \_\_\_ include preparing publicity materials and maintaining relations with customers.

Выберите один ответ:

possibilities

responsibilities

peculiarities

abilities

The \_\_\_ of the sales department was really good last quarter.

Выберите один ответ:

communication

experience

performance

authority

Staff \_\_\_ is an important duty of a good manager.

Выберите один ответ:

creation

development

motivation

obedience

Companies should provide \_\_\_ for their employees, so that their skills, qualification and competence improve.

Выберите один ответ:

evaluation

reward

control

training

Being able to \_\_\_ some of their responsibilities to subordinates is an important skill of managers of any level.

Выберите один ответ:

provide

delegate

assess

identify

A recent study shows that British workers want more free time and feel very … .

Выберите один ответ:

stressed

to stress

stressing

stress

We need to think how to improve communication \_\_\_ in our company.

Выберите один ответ:

types

channels

gaps

barriers

You need to write a \_\_\_ in which you will explain your interest in the vacancy.

Выберите один ответ:

covering letter

reference letter

CV

resume

One of the requirements to a candidate is a two-year … in advertising.

Выберите один ответ:

degree

skill

ability

experience

HR departments deal with \_\_\_ and selection.

Выберите один ответ:

research

recruitment

purchasing

production

Top managers’ responsibilities include maintaining good \_\_\_ with customers, major suppliers, government structures, and etc.

Выберите один ответ:

management

attitude

relations

administration

Abraham Maslow’s theory of motivation includes a … of basic human needs.

Выберите один ответ:

development

structure

value

hierarchy

Managers motivate staff to \_\_\_ the set goals.

Выберите один ответ:

develop

create

succeed

achieve

We have a \_\_\_ of an R&D manager in the company.

Выберите один ответ:

place

vacancy

vacation

seat

The head of the Sales and Marketing department will \_\_\_ the new project.

Выберите один ответ:

managerial

manage

manager

mismanage

An \_\_\_ team’s work contributed a lot to the company’s success.

Выберите один ответ:

affective

affect

effective

effect



He has a very big \_\_\_ as a manager. He has worked for this company for 30 years.

Выберите один ответ:

experience

record

qualification

opportunity

Quality \_\_\_ are regularly monitored by managers.

Выберите один ответ:

management

targets

objectives

standards

Companies following the \_\_\_ organizations theory have developed internal training programmes to help with staff development.

Выберите один ответ:

Studying

Educating

Leaning

Learning

The TQM (Total Quality Management) approach focuses on measuring the \_\_\_ of goods and services in all aspects.

Выберите один ответ:

value

volume

quality

quantity

If you follow the \_\_\_-working theory you encourage employees to share responsibility.

Выберите один ответ:

Group

Command

Department

Team