

Variant 1

I. Match words with definitions:

1. leadership	a) the process of creating a financial plan for an organization, including setting financial goals and allocating resources to meet those goals
2. strategic planning	b) the process of planning and implementing changes within an organization to ensure successful outcomes and minimize resistance
3. decision making	c) the ability to inspire and influence others to achieve a common goal
4. budgeting	d) the process of identifying, assessing, and mitigating potential risks that could impact an organization's operations, finances, or reputation
5. organizational structure	e) the process of providing incentives and creating a work environment that encourages employees to perform at their best
6. performance management	f) the process of selecting the best option among available choices to achieve a desired outcome
7. employee motivation	g) the process of prioritizing tasks and managing time effectively to increase productivity and reduce stress
8. risk management	h) the process of setting goals, monitoring progress, and providing feedback to improve employee performance
9. time management	i) the process of defining an organization's goals, developing strategies and plans
10. change management	j) the formal system of authority, communication, and roles within an organization

II. Choose the best answer to the definition:

- What is the term used to describe the process of finding and obtaining a job?
A) Employment
B) Workplace safety
C) Burnout
D) Performance evaluation
- What is the term used to describe the series of jobs that a person has over their lifetime?
A) Job satisfaction
B) Skillset
C) Career
D) Collaboration
- What is the term used to describe the level of contentment and happiness a person feels about their job?
A) Work-life balance
B) Job satisfaction
C) Remote work
D) Workplace discrimination
- What is the ability to balance the demands of work and personal life responsibilities?
A) Workplace culture
B) Work-life balance
C) Time management
D) Skillset
- What is the term used to describe the process of replacing human labor with machines and automation?
A) Workforce diversity
B) Performance evaluation
C) Remote work
D) Workforce automation
- What is the term used to describe the state of physical and emotional exhaustion caused by prolonged exposure to stress?
A) Job security
B) Burnout

C) Productivity

D) Skillset

7. What is the term used to describe the practice of working from a location outside of the traditional office environment?

A) Workplace harassment

C) Remote work

B) Time management

D) Job security

8. What is the term used to describe the process of working together with others to achieve a common goal?

A) Performance evaluation

C) Collaboration

B) Workplace culture

D) Workforce diversity

9. What is the term used to describe the range of skills and abilities that a person has that are relevant to their job?

A) Skillset

C) Workforce automation

B) Workplace safety

D) Job satisfaction

10. What is the term used to describe the process of managing one's time effectively to achieve maximum productivity?

A) Time management

C) Job satisfaction

B) Workplace discrimination

D) Collaboration

III. Read the text and fill in the missing words:

communicate results position conflicts support team leadership

John had just been promoted to the 1. _____ of manager in his company. He was excited to take on this new role and prove his worth. However, he quickly realized that managing a 2. _____ was not as easy as he thought it would be. His team members had different personalities, strengths, and weaknesses. John had to learn how to 3. _____ effectively, delegate tasks, and motivate his team. He also had to deal with 4. _____ and challenges that arose in the workplace. Over time, John learned that good management requires patience, empathy, and 5. _____ skills. He worked hard to build a positive workplace culture and to 6. _____ his team's growth and development. Eventually, his team became more productive, and the company achieved better 7. _____.

IV. Fill in the blank with the correct preposition:

1. Good time management is essential _____ effective work performance.

a) for b) of c) at d) to

2. The manager was impressed _____ her employee's creativity and innovation.

a) with b) by c) on d) for

3. Successful managers are skilled _____ delegating tasks and responsibilities.

a) with b) at c) in d) for

4. Workforce diversity can bring _____ new perspectives and ideas.

a) on b) out c) in d) about

5. Effective collaboration requires clear communication _____ team members.

a) between b) among c) with d) for

6. Sarah is responsible _____ managing a team of designers.

a) of b) for c) with d) about

7. Burnout can result _____ overworking and not taking breaks.

a) in b) on c) at d) for

8. Professional development is important _____ staying competitive in the job market.

a) with b) at c) for d) in

9. Job security is a major concern _____ many workers in the current economy.

a) with b) for c) at d) in

10. Workplace harassment and discrimination can have serious consequences _____ employees and organizations.

a) on b) for c) with d) at

V. Read a short article and mark sentences as true or false

Effective leadership is an essential aspect of management that drives organizational success. Good leaders inspire and motivate employees to work toward the company's goals and create a positive work environment. Here are some key characteristics of effective leadership in management:

Clear Communication: An effective leader communicates clearly and effectively with their team. They provide clear instructions, set expectations, and offer feedback to ensure everyone is on the same page.

Decisiveness: Good leaders can make quick, informed decisions based on available information. They weigh the pros and cons of each option and choose the best course of action.

Strategic Thinking: An effective leader has a clear vision for the organization's future and creates a strategy to achieve it. They are proactive in identifying opportunities and potential challenges.

Adaptability: A good leader can adapt to changing circumstances and remain flexible in their approach. They are open to feedback and new ideas.

Empathy: Effective leaders are empathetic and considerate of their team's feelings and needs. They understand the importance of building strong relationships with their team members.

Accountability: Good leaders take responsibility for their actions and hold themselves and their team members accountable for their performance.

Continuous Learning: An effective leader is committed to continuous learning and self-improvement. They stay up-to-date with industry trends and seek out new opportunities for personal and professional growth.

Team Building: A good leader fosters a positive work environment that encourages teamwork, collaboration, and mutual respect.

Integrity: Effective leaders operate with honesty and integrity, earning the trust and respect of their team members.

Positive Attitude: A good leader maintains a positive attitude, even in challenging situations. They inspire and motivate their team to overcome obstacles and achieve their goals.

1. Effective communication is not important for a good leader.
2. A good leader should make decisions without considering the consequences.
3. Strategic thinking is not a necessary characteristic of effective leadership.
4. A good leader should always stick to their initial plans, even in the face of changing circumstances.
5. Empathy is not an important trait for effective leadership.
6. Effective leaders do not need to hold themselves or their team members accountable.
7. Continuous learning is not important for a good leader.
8. A good leader does not need to build strong relationships with their team members.
9. Integrity is not a necessary characteristic of effective leadership.
10. A negative attitude can be just as effective as a positive attitude for motivating a team.

VI. Choose the correct tense to fill in the blanks:

1. I ___ breakfast every morning.

a) eat

b) ate

2. She ___ her homework yet.

a) hasn't finished

c) will eat

d) have eaten

b) didn't finish

c) hasn't been finishing

3. They ___ to Spain last year.

a) went

b) go

4. He ___ his keys this morning.

a) lost

b) loses

5. By the time we get there, the movie ___ .

a) has started

b) had started

6. I ___ a lot of work this week.

a) have

b) had

7. She ___ him last night, but he didn't answer.

a) called

b) calls

8. We ___ to the beach next weekend.

a) are going

b) went

9. They ___ to the concert last night.

a) went

b) go

10. The train ___ at 8:00 pm tonight.

a) leaves

b) left

d) won't finish

c) have gone

d) will go

c) had lost

d) will lose

c) will have started

d) started

c) will have

d) had had

c) will call

d) had called

c) have gone

d) will have gone

c) have gone

d) will go

c) has left

d) will leave

VII. Choose one topic and write an opinion essay. (15 sentences)

- ❖ The impact of remote work on productivity and work-life balance.
- ❖ The importance of employee job satisfaction in achieving organizational success.
- ❖ The benefits and drawbacks of workforce automation on employment.

Variant 2

I. Match words with definitions:

1. project management	a) the process of resolving disputes or disagreements between individuals or groups in a constructive and mutually beneficial way
2. human resources	b) The process of ensuring that products or services meet or exceed established quality standards
3. conflict resolution	c) the ability to convey information effectively, both verbally and in writing, and to listen actively to others
4. communication skills	d) the department responsible for managing an organization's workforce, including hiring, training, benefits, and compensation
5. delegation	e) the process of providing high-quality service to customers, including meeting their needs, addressing their concerns, and maintaining positive relationships
6. customer service	f) the process of developing new ideas, products, or processes that create value for an organization and its customers
7. team building	g) the process of planning, executing, and controlling the resources and tasks required to achieve a specific goal or objective within a specific timeframe
8. quality control	h) the process of developing cohesive and effective teams through trust-building, collaboration, and communication
9. innovation	i) the principles and values that guide ethical behavior in business, including honesty, integrity, fairness, and responsibility
10. business ethics	j) the process of assigning tasks and responsibilities to others within an organization, while retaining accountability for the overall outcome

II. Choose the best answer to the definition:

1. What is the term used to describe the state of feeling safe and free from harm in a workplace?
A) Job security
B) Workplace safety
C) Work-life balance
D) Networking
2. What is the term used to describe the process of ensuring that all employees are treated fairly and without prejudice?
A) Workforce diversity
B) Performance evaluation
C) Workplace discrimination
D) Remote work
3. What is the term used to describe the unwanted and unwelcome behavior that is directed towards an individual or group in a workplace?
A) Workplace safety
B) Workplace culture
C) Workplace harassment
D) Burnout
4. What is the term used to describe the range of activities and initiatives that aim to promote and maintain the well-being of employees in a workplace?
A) Job satisfaction
B) Productivity
C) Workplace culture
D) Professional development
5. What is the term used to describe the state of having a secure and stable job?
A) Job security
B) Workplace safety
C) Workforce diversity
D) Collaboration

6. What is the process of assessing and improving an employee's performance at work?
 A) Job satisfaction
 B) Performance evaluation
 C) Remote work
 D) Time management
7. What is the term used to describe the range of activities and opportunities available to a person to advance their career?
 A) Skillset
 B) Professional development
 C) Workforce automation
 D) Workplace discrimination
8. What is the term used to describe the variety of backgrounds and experiences among the employees in a workplace?
 A) Work-life balance
 B) Workplace culture
 C) Burnout
 D) Workforce diversity
9. What is the term used to describe the set of values, beliefs, and practices that shape the behavior of employees in a workplace?
 A) Job satisfaction
 B) Time management
 C) Workplace culture
 D) Productivity
10. What is the term used to describe the process of managing one's time effectively to achieve maximum productivity?
 A) Time management
 B) Workplace discrimination
 C) Job satisfaction
 D) Collaboration

III. Read the text and fill in the missing words:

life	corporation	honesty	members	achievements	balance	effective
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Sarah was a successful manager at a large 1. _____. She had worked hard to climb the corporate ladder and was proud of her 2. _____. However, she started to feel burnt out and unhappy with her job. She realized that she had been neglecting her personal 3. _____ and had not achieved a good work-life 4. _____. Sarah decided to take a step back and reevaluate her priorities. She started to delegate tasks to her team 5. _____ and to trust them more. She also made time for her hobbies and family. Sarah realized that good management requires taking care of oneself, as well as one's team. She became a more balanced and 6. _____ manager, and her team members respected her even more for her 7. _____ and vulnerability.

IV. Fill in the blank with the correct preposition:

- Effective management requires clear goals and objectives _____ employees.
 a) for b) of c) with d) to
- Poor time management can lead _____ missed deadlines and reduced productivity.
 a) on b) to c) by d) with
- Networking can help expand your professional circle _____ new opportunities.
 a) to b) for c) with d) of
- Workplace safety regulations are in place _____ protect employees from hazards.
 a) to b) for c) at d) with
- Job satisfaction can be improved _____ offering employees opportunities for growth.
 a) by b) with c) for d) in
- Workplace automation can lead _____ increased efficiency and reduced costs.
 a) to b) for c) with d) by
- Effective performance evaluation requires clear criteria _____ measuring success.
 a) for b) of c) with d) to
- Workplace culture can greatly influence _____ employees perform and interact with each other.
 a) how b) for c) by d) of
- Work-life balance is important _____ avoiding burnout and maintaining overall well-being.

a) in b) for c) with d) by

10. A diverse workforce can bring _____ a variety of skills and experiences.

a) for b) in c) on d) with

V. Read a short article and mark sentences as true or false:

Management is the art of coordinating resources, people, and processes to achieve organizational goals effectively and efficiently. It involves planning, organizing, leading, and controlling the activities and resources of an organization to achieve its objectives. Good management is essential for the success of any organization, and it requires a combination of skills, knowledge, and experience.

One of the essential aspects of management is planning. Effective planning allows managers to anticipate potential challenges and opportunities, allocate resources efficiently, and set goals that align with the organization's mission and vision. This process involves developing a clear understanding of the organization's objectives, analyzing the internal and external environment, identifying potential risks and opportunities, and formulating strategies to achieve the desired outcomes.

Another critical aspect of management is organizing. This involves arranging resources such as people, equipment, and materials to achieve the organization's goals. Organizing includes designing organizational structures, allocating resources, and creating procedures and systems to facilitate coordination and communication within the organization.

Leadership is also a crucial component of effective management. A good leader inspires and motivates their team to achieve their goals and encourages them to take ownership of their work. They set a clear vision and direction for the organization, communicate effectively with their team, and make sound decisions that benefit the organization.

Lastly, control is an essential aspect of management. It involves monitoring performance and taking corrective action to ensure that the organization is on track to achieve its objectives. This process involves establishing performance metrics, tracking progress, and adjusting strategies as needed to ensure that the organization is meeting its goals.

1. Effective planning is not necessary for good management.
2. Organizing involves arranging resources to achieve the organization's goals.
3. Leadership is not a crucial component of effective management.
4. A good leader sets a clear vision and direction for the organization.
5. Control is not an essential aspect of management.
6. Monitoring performance is not necessary for effective management.
7. Adjusting strategies is not required to ensure that the organization is meeting its goals.
8. Management is not concerned with achieving organizational goals.
9. Effective management requires a combination of skills, knowledge, and experience.
10. Good management is not necessary for the success of an organization.

VI. Choose the correct tense to fill in the blanks:

1. I _____ (run) five miles every day.

a) run

c) will run

b) ran

d) have run

2. She _____ (play) the piano since she was five years old.

a) plays

c) will play

b) played

d) has played

3. He _____ (work) at the company for ten years.

- a) works
b) worked
4. We _____ (meet) at the café last night.
a) meet
b) met
6. I _____ (run) five miles every day.
a) run
b) ran
7. She _____ (play) the piano since she was five years old.
a) plays
b) played
8. He _____ (work) at the company for ten years.
a) works
b) worked
9. We _____ (meet) at the café last night.
a) meet
b) met
10. They _____ (travel) to Europe next month.
a) travel
b) traveled
- c) will work
d) has worked
- c) will meet
d) have met
- c) will run
d) have run
- c) will play
d) has played
- c) will work
d) has worked
- c) will meet
d) have met
- c) will travel
d) have traveled

VII. Choose one topic and write an opinion essay. (15 sentences)

- ❖ The role of workplace culture in employee motivation and retention.
- ❖ The need for greater diversity and inclusion in the workplace.
- ❖ The importance of professional development for career advancement and success.