

The role of Management

Management is a new institution in human history ? but it has already vitally important for the success for business and national economies.

Management is highly organized set of modern methods for achieving efficiency. Indeed efficiency is the aim of all management both public and private. Efficiency means getting results with the least possible waste of time, effort and money. The manager's job, then , is to get people to do thing efficiently.

The top managers other managers, choose and train them , plan their operations, and check the results. Industrial managers employ specialists to keep machine working properly and ensure the supply of spare parts. In addition they control the work to avoid any idleness of worker or equipment.

Vocabulary

Vitally : in the highest possible degree

Efficiency : the state or quality of being efficient , competence

Least : the superlative of little .

Idleness : unemployed or unoccupied; inactive.

Reading Comprehension

1 Answer the following questions according to the text

.. what is the aim of management ?

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.. what is meant by efficiency ?

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.. who are the top managers ? and what is their role ?



.. who are the industrial managers?

2 Say whether the following statements are true or false

- ° The purpose of management is to gain more profit.
- ° Industrial managers are other managers .
- ° The manager is the employee of a given factory.

3 Synonyms

Antonyms

New = [redacted]

old =/= [redacted]

Group = [redacted]

most =/= [redacted]

Purpose = [redacted]

gain =/= [redacted]

High = [redacted]

failure =/= [redacted]

Verifies = [redacted]

employees=/= [redacted]

Correctly = [redacted]

Laziness = [redacted]

Employee = [redacted]