**MANAGEMENT**

1. Management is the art of getting things done though other people. It includes the personnel who have the right to make decisions that influence company’s affairs.

2. There are three management levels: top management, middle management and operating management. Top management includes the president, vice- presidents, and the general manager. Middle management includes department managers and plant managers. Operating management includes supervisors, foremen, etc.

3. The most important responsibility of any manager is decision making. Successful management is a skill of choosing from alternatives.

4. Decision makings are divided into: recognizing the problem, defining and analyzing the problem, evaluating alternative solutions, choosing the most favorable solution and implementing the approach chosen.

5. Management functions are planning, organizing, directing, controlling, staffing and innovating. It should be noted that successful management is based on three basic elements: leadership, motivation and communication.

6. To operate a successful business one should have management skills because effective management is the key to business success.

**1. Найдите соответствующие ответы на вопросы и напишите их в той последовательности, в которой заданы вопросы:**

*Вопросы Ответы*

1. Whom does top a. Planning, organizing, directing,

management include? controlling, staffing and innovating.

2. What managers does b. Department managers and plant

middle management include? managers.

3.What specialists does operating c. Supervisors, foremen, etc.

management include?

4. What steps is decision d. Recognizing the problem, defining

making divided into? the problem and choosing the most

favorable solution.

5. What are the management e. The president, vice - presidents

functions? and the general manager.

**2. Закончите предложения, выбрав соответствующий вариант окончания:**

1. Top management includes… a) department managers;

2.Middle management includes … b) general manager;

c) supervisors.

3. Decision making is a) planning and controlling;

divided into … b) recognizing the problem and choosing

4. Management functions are … the right solution.

**3.В каких функция употреблено причасти1 в приведенных ниже предложениях? Переведите предложения на русский язык.**

1.Filling not well she decided not to go to the party.

2.The Houses of Parliament standing on the left bank of the river Thames are not very old building.

3. Living in Washington you can meet people of almost all nationalities.

4. Millions of emigrants cross the ocean, hoping to find a better life in the USA.

5.Being a large cultural centre Moscow attracts a lot of tourists.

**4. Выпишите предложение, глагол-сказуемое которого стоит в Progressive Tense. Переведите предложение на русский язык.**

1. Many people visit this park every year.

2. They are going to do this together.

3. The children played in the yard yesterday.

4. They will be visiting the Tretyakov Gallery between two and four o’ clock.

**5. Выпишите предложения, в которых употреблено Participle II. Переведите предложения на русский язык.**

1. Most skyscrapers are situated in Manhattan.

2. Many famous people are buried in Westminster Abbey.

3. They lived in Moscow some years ago.

**6. Выпишите предложение, глагол-сказуемое которого стоит в Perfect Tense. Переведите предложение на русский язык.**

1.Millions of people visit the Lincoln Memorial every year.

2. They built a new bridge last year.

3. The workers have built a new bridge this year.

4. He had just come from London .

5. They have never been to Moscow.