



## Management

Take the ideas and put them into a sentence, or make the sentences more complex.

1. Management is a process. Managers lead and direct all or part of an organisation. Managers often work in businesses. Managers control resources.
2. Mary Parker Follett was a management writer. Mary Parker Follett lived in the early 20<sup>th</sup> century. She said management means 'the art of getting things done through people.'
3. Some people call management 'business administration'. Business administration doesn't include places that are not businesses. Some places, like charities and the public sector, are not businesses but do have managers.
4. Usually managers must make a profit. Usually managers must make products that people want. Usually the products must be good value. Managers must also offer good jobs to their staff.
5. Usually shareholders choose the board of directors. The board gives jobs to senior managers.
6. Managers are in charge of encouraging people to have new ideas and do new things. Managers are in charge of making their company work better.



**Check your answers**

1. Management is a process, in which managers, who often both work in businesses and control resources lead and direct all or part of an organisation.
2. Mary Parker Follett, a management writer who lived in the early 20<sup>th</sup> century, said management means 'the art of getting things done through people.'
3. Some people call management 'business administration', but this term includes places that are not businesses, including, for example charities and the public sector, which are not businesses but do have managers.
4. Usually managers must make a profit, often by producing products that people want. Usually the products must be good value. In addition, managers must also offer good jobs to their staff.
5. Usually shareholders choose the board of directors, which in turn gives jobs to senior managers.
6. Managers are in charge of encouraging people to innovate, and of making their company work better.

**Other ways of making the sentences more complex are possible.**