

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, chooses and trains them, plans their operations, and checks 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.

Reading comprehension

1/ Answer the following questions according to the text

- What is the aim of management?
- What is meant by efficiency?
- 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=	old=
Group=	most=
Purpose=	gain=
High=	failure=
Verifies=	employees=
Correctly=	
Laziness=	
Employee=	