МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ
ХАРЧОВИХ ТЕХНОЛОГІЙ

АНГЛІЙСЬКА МОВА

МЕТОДИЧНІ ВКАЗІВКИ
до самостійної роботи студентів IV курсу
спеціальності 6.050200 «Менеджмент організацій»
nапряму підготовки «Менеджмент»
dенної форми навчання

СХВАЛЕНО
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Дані методичні вказівки призначені для самостійної роботи студентів IV курсу факультету Економіки і менеджменту спеціальності 6.050200 «Менеджмент організацій».

Мета даних методичних вказівок - вдосконалення володіння професійною термінологією, перекладання та рефериювання текстів за фахом. Матеріал методичних вказівок орієнтований на активні і інтенсивні методи навчання іноземним мовам.

Методичні вказівки складаються з восьми розділів, кожен з яких містить текст, лексичні вправи та завдання, які спрямовані на опрацювання даної теми.
Exercise 1.

Focus on vocabulary. Remember the words or phrases given below:

- authority, n — авторитет, влада
- resource, n — спосіб, засіб
- tend to reprimand — бути схильним докоряти
- yell at, v — кричати на когось
- coach, v — навчати
- treat, v — поводитись з кимось, відноситись до чогось

- supervisor, n — наглядач, контролер
- mingle with — спілкуватися
- mere cheerleaders — ставати особами, які лише підбадьорюють

- flexibility, n — гнучкість

Exercise 2.

Fill in the gaps using the vocabulary listed above. Make any other changes in the following sentences if necessary:

1. The top manager uses _____ of our enterprise as effectively and economically as possible.

2. Tom is a good mixer, he _______ with all his co-workers.

3. The Vice-President _______ those who are responsible to him.

4. A good manager must delegate _____ to subordinates who are reliable.

5. He has shown a good _____ in the decision-making.
6. He has lost his temper and ______ at his colleagues just for no reason.
7. People sometimes ______ new technology with suspicion.
8. Our boss ______ us when our job is unsatisfactory.
9. Being a ______ means to direct, encourage people to fulfil the task successfully.
10. ______ has got the responsibility to control how the work is done.

Exercise 3.

Read and translate the text:

The management is attractive because it represents authority, more money, prestige and so on. But few people are able to describe just what it is that managers do.

The management is the art of getting things done through people and other resources. At one time, that meant that managers were called bosses, their job was to tell people what to do and watch over them to be sure they did it. Bosses tended to reprimand those who didn't do things correctly, generally acted stern and bossy. Many managers still behave that way. Perhaps you have witnessed such managers yelling at employees at fast-food restaurants on shop floors.

Today management is changing from that image. Managers are being trained and coach employees rather than to boss them around. Modern managers emphasise in some high-tech and progressive firms dress more casually, are more friendly, and generally treat employees as partners rather than unruly workers.

In general, therefore, management is experiencing a revolution. A new concept called management by walking around (MBWA) encourages managers to get out of their offices and mingle with workers and customers. This does not mean that managers are becoming mere cheerleaders. It does mean that managers are working more closely with employees loosely in a joint effort to accomplish common goals.
Managerial careers demand a new kind of person. That person is a communicator as well as a planner, coordinator, organizer, and supervisor. Managers today believe that they are part of a team and enjoy the responsibility and flexibility that comes with more open and casual management systems.

Exercise 4.

*Answer the following questions:*

1. Why is management attractive?
2. How do you understand the term "management"?
3. What were "bosses" used to do?
4. In what way is management changing today?
5. What does the MBWA expects managers to do?
6. What kind of person managerial career demands today?
7. Why is the text called "The role of management"?

Exercise 5.

*Match English terms from the right column to the left one:*

1. Management - a) is getting others to work willingly and enthusiastically to achieve the objectives of the organization.
2. Organization - b) is checking to determine whether or not an organization is progressing toward its objectives, and taking corrective action if it is not.
3. Leadership - c) is the art of getting things done through other people.
4. Control - d) includes designing the organization structure, attracting people to the organization, and creating conditions and systems that ensure that everyone and everything works together to achieve the objectives of the organization.

Exercise 6.

*Learn the words and the words combinations:*

**manager (n)**
1) менеджер, управитель, завідувач, директор, керівник, керуючий адміністратор;
2) хозяїн;
3) імпресаріо;
4) американський діяч політичної партії, що займається організаційними питаннями.

**manageress (n)** жінка-менеджер, управителька, завідуюча.

**managerial (adj)**
1) адміністративний, директорський;
2) організаторський, організаційний.

**managership (n)**
1) посада адміністратора (директора, керівника);
2) обов'язки адміністратора (директора, керівника).

**managing (adj)**
1) керівний, провідний;
2) снержійний, владний;
3) економній, ощадливий.

**manage (n)**
1) школа верхової їзди;
2) майстерність верхової їзди;
3) майстерне володіння зброєю.

**manage (v)**
1) керувати, управляти, завідувати, очолювати;
2) справитися, упоратися, обходитися;
3) ухитрятися, примудрятися;
Exercise 7.

Give your comments on the following statements from the text:

1. The management is the art of getting things done through people and other resources.

2. Bosses tended to reprimand those who didn't do things correctly, generally acted stern and bossy. Many managers still behave that way.

3. Managerial careers demand a new kind of person. That person is a communicator as well as a planner, coordinator, organizer, and supervisor.

Exercise 8.

Read and make the written translation of the text:
1. Management, not bankers nor stockholders, is the fundamental element in industry. It is good management that draws credit that draws workers that draws customers. Management is the permanent function of business. (Mary Parker Follett).

2. The partner of my partner is not my partner. (Lawyer's maxim).

3. Business is not the art of having new ideas all the time. It is the art of using your new ideas sparingly and in the right dosage, at the right moment. (George Doriot, Harvard Business School).

Exercise 9.

*Solve the crossword; turn to the Crossword Glossary if you have difficulty.*

Across
1. A person who buys goods and services for her/his own use and not for resale.

3. A magazine or newspaper, or esp. one that is serious and deals with a specialised subject.

4. A plan of income and expenditure for particular period of time.

5. A machine that makes copies of letters, documents.

Down
2. A person who is employed to control, organize direct part or all of a business or organization.