Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Introduction to Business - Ch. 7 Book Questions, pgs. 108-109 (1-21)

**Part 1 – Using Business Key Words**

*Instruction: Read each statement below. Choose a word from the word bank that best fits the statement and type it in the spaces provided below the statement.*

|  |  |
| --- | --- |
| Centralized organization | Organizational chart |
| Middle managers | Line authority |
| Decentralized organization | Departmentalization |
| Management plan | Top-level managers |
| Operational managers |  |

|  |  |  |
| --- | --- | --- |
| 1. | Managers who carry out the decisions of top management. |  |
| 2. | A business plan that divides a company into different departments run by different managers. |  |
| 3. | Authority lies in one place. |  |
| 4. | Authority lies with several different managers. |  |
| 5. | Supervisors, office managers, and crew leaders are examples of this type of manager. |  |
| 6. | Plant managers, regional managers, and department heads are examples of this type of manager. |  |
| 7. | A way of organization that subdivides responsibilities by specific units. |  |
| 8. | A chart that shows how a business is structured and who is in charge of whom. |  |
| 9. | An organizational structure in which managers at the top of the line are in charge of those beneath them. |  |

**Part 2 – Review What You Learned**

*Instructions: Read each question and answer it thoroughly in the space provided below each question.*

10. What is line authority, and how does it look on an organization chart?

11. Who has the decision-making authority in a decentralized organization?

12. Describe the three different ways in which departments are organized.

13. What are the primary responsibilities of top-level managers?

14. What is the difference between middle managers and operational managers?

15. Name the four managerial functions.

16. What does good planning require?

17. Describe the function of leading and how it affects the manager’s job.

18. What are some of the differences between a business that has a formal organization and one that is

informally organized?

19. Why do managers at all levels need to communicate well?

20. Describe the management function of organizing.

21. What is the primary objective of a good manager?