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

**Introduction to Business - Ch. 8 Book Questions, pgs. 122 – 123 (1-19)**

**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.*

|  |  |  |
| --- | --- | --- |
| Initiative | Democratic leadership | Self-managed teams |
| Free-rein leadership | Delegating  | Integrity |
| Autocratic leadership | Human relations | leadership |

|  |  |  |
| --- | --- | --- |
| 1. | Some managers make decisions without consulting their employees. This type of leadership is called \_\_\_\_\_\_\_\_\_ |  |
| 2. | Some managers ask employees for suggestions and discuss alternatives with them. This type of leadership is called \_\_\_\_\_\_\_\_\_ |  |
| 3. | A leader shows great \_\_\_\_\_\_\_\_\_ if she or he has the desire to take action and get things done. |  |
| 4. | Leaders often engage in \_\_\_\_\_\_\_\_\_ if they don’t have time to run everything themselves or to get employees more involved.  |  |
| 5. | A leadership style in which managers allow employees the freedom to decide how to do their work is called \_\_\_\_\_\_\_\_\_ |  |
| 6. | Providing direction and vision is called \_\_\_\_\_\_\_\_\_ |  |
| 7. | The ability to communicate with others is called \_\_\_\_\_\_\_\_\_ |  |
| 8. | Holding to the principles like honesty, loyalty and fairness is called \_\_\_\_\_\_\_\_\_ |  |
| 9. | \_\_\_\_\_\_\_\_\_ is when work groups supervise themselves. |  |

**Part 2 – Review What You Learned**

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

10. Which leadership style is considered the best?

11. What is the key to the modern workplace?

12. Name 2 disadvantages of working in teams.

13. Explain how non-verbal actions are considered a form of communication.

14. What happens if managers and employees don’t communicate well?

15. Compare the 3 leadership styles.

16. Why do you think most managers use a mixture of leadership styles? Do you think it might be

confusing to employees? Why or why not?

17. Have you ever worked as part of a team on a class project? What were the advantages and disadvantages of working this way?

18. Explain the flow of communication.

19. How has technology, especially the Internet, changed the way people communicate? Has it made a

difference for you? Explain.