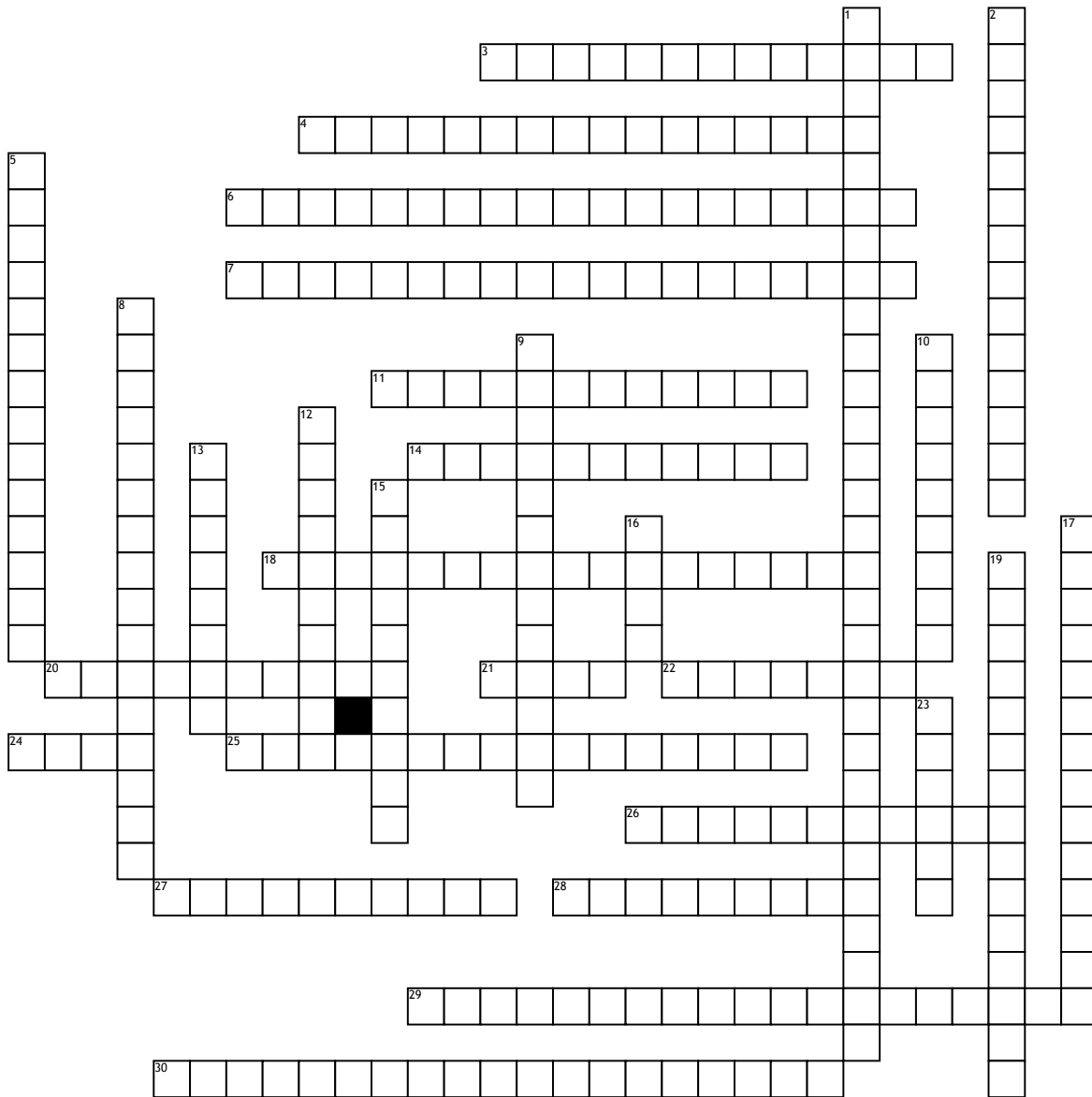


Unit 7 crossword



Across

- 3. consists of a company's board of directors, president, and other high ranking managers
- 4. back-up plans
- 6. coordinates and supervises the activities and duties of employees
- 7. help people communicate and work well with each other
- 11. the ability to communicate effectively using spoken or written words
- 14. a continuous process of evaluating the progress in reaching goals and making corrections to plans when necessary
- 18. a diagram that shows the structure of an organization
- 20. the coordination of activities and resources needed to reach company goals
- 21. an outline of actions needed to accomplish a goal
- 22. the process of influencing others to work toward common goals

- 24. a group of two or more people working together to achieve a common goal
- 25. designed to reach the day-to-day goals of a business
- 26. when individuals involved in a conflict come together to discuss a compromise
- 27. the process of controlling and making decisions about a business
- 28. describes how tasks should be completed
- 29. enable individuals to work with others to achieve a common goal
- 30. develop major goals and broad policies, prepare strategic plans, appoint lower level managers,

Down

- 1. a system used to acquire, organize, maintain, retrieve, and use information
- 2. the authority structure in a company from the highest to the lowest levels
- 5. the practice of organizing time and work tasks to increase personal efficiency

- 8. consists of a company's division managers and department heads
- 9. developed for the short-term goals of the company
- 10. a process in which a neutral person
- 12. to give up an individual idea, or part of an idea, so that the group can come to a solution
- 13. the process of recruiting, hiring, training, evaluating, and compensating employees
- 15. are Specific, Measurable, Attainable, Realistic, and Timely
- 16. something to be achieved in a specific period of time
- 17. created for the long-term goals of an organization
- 19. the ability to hear what a person says and understand what is being said
- 23. outlines how company decisions are made; may include hiring practices