

2.1_E

Word	Part of speech	Type	Meaning in business	Other meanings in general English	Word family
administrator /əd'mɪnɪstreɪtə(r)/					
control /kən'trəʊl/					
hierarchy /'haɪərə:ki/					
initiative /ɪ'nɪʃətɪv/					
labour /'leɪbə(r)/					
layer /'leɪə(r)/					
procedure /prə'si:dʒə(r)/					
skill /skɪl/					
specialize (in) /'speʃəlaɪz/					
structure /'strʌktʃə(r)/					
task /tɑ:sk/					
team /ti:m/					

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Answers

Word	Part of speech	Type	Meaning in business	Other meanings in general English	Word family
administrator /əd'mɪnɪstreɪtə(r)/	(n)	[C]	a person whose job is to manage and organize the company's activities and affairs	someone who works in an office dealing with paperwork	administrate (v), administration (n)
control /kən'trəʊl/	(n)	[U]	power to make decisions about the company	ability to make someone do something	controller (n), controllable (adj)
	(n)	[C]	the switches and buttons on any kind of machine or vehicle	the same	
	(v)	[T]	to be able to make decisions about a company's plans	to make something happen in the way that you want	
hierarchy /'haɪərə:ki/	(n)	[C]	a pyramid-shaped organizational structure. In a business hierarchy, the CEO or MD is at the top, with several layers below, each person having responsibility for the people below her/him.	a system for putting people into higher and lower positions in any organization	hierarchical (adj)
initiative /'ɪnɪʃətɪv/	(n)	[U]	using your own ideas and judgment to do things at work without having to be told first	the same in any context	initiate (v) [T/I]
	(n)	[C]	a new business idea, plan or scheme	an action without being told what to do first	
labour /'leɪbə(r)/	(n)	[U]	1. workers considered as a group, e.g., organized labour; 2. work	1. work 2. giving birth	labourer (n)
	(v)	[I]	work	the same	
layer /'leɪə(r)/	(n)	[C]	a level of management	a thickness of a material, e.g., layers of different types of rock	layered (v) [T/I]
	(v)	[T]	–	to cut hair in layers of different lengths	
procedure /'prə'si:dʒə(r)/	(n)	[C]	a set of rules for how a business activity should be carried out or managed (e.g., sending out invoices; dealing with a problem worker)	a set of actions necessary to do something (e.g., how to apply for a driving licence)	proceed (v) [I]
skill /skɪl/	(n)	[C]	a type of ability needed in the workplace	a type of ability	skilled (adj)
	(n)	[U]	the ability to do something in the workplace well	the ability to do something well	
specialize (in) /'speʃəlaɪz/	(v)	[I]	to limit the type of activity a company engages in, e.g., a company may specialize in making car parts	to focus on learning about and/or doing one thing	special (adj), specialist (n)
structure /'strʌktʃə(r)/	(n)	[C]	when used with <i>organizational</i> , a type of organization	something that has been made or constructed	structural (adj)
	(n)	[U]	when used with <i>organizational</i> , the concept of structure in organizations	how the parts of something make a whole, e.g., brain structure	
	(v)	[T]	–	to arrange parts into a whole	
task /tɑ:sk/	(n)	[C]	a piece of work that must be done	the same	–
team /ti:m/	(n)	[C]	a group of people who work on a task together	a group of people who play together in a game, football team	–