

Management is a skill that can be learned. You can improve as a manager by working every day to get better. Listed below are ten things you can do to become a better manager.

1. **Select the best people.** Conduct the interview and choose the best.

2. **Be a motivator.** Recognition, good pay and benefits can motivate employees.

3. **Build your team.** Work together to accomplish group's objective.

4. **Be a leader, not only a manager.** It is the ability to lead others that truly sets a manager apart from their peers.

5. **Improve as a communicator.** It's the most important skill of a manager.

6. **Get better at managing money.** Bring money in by getting more customers.

7. **Get better at managing time.** Manage yours and other people's time efficiently.

8. **Improve yourself.** Identify the areas in which you are weak and improve them.

9. **Practice Ethical Management.** Ethics is a must in every field.

10. **Take a break.** Stress can make you less effective. Give yourself a chance to relax and recharge your batteries.



VOCABULARY

1. Conduct
2. Motivator
3. Objective
4. Peers
5. Customers
6. Efficiently
7. Ethics
8. Effective



Word Application

1. Environmentalists are doing their best to convince people to use water _____.
 2. We have to prepare because the president is planning to _____ a surprise evaluation.
 3. I'm gonna have a luncheon meeting with my _____.
 4. The company's main _____ is to develop and improve student's listening and speaking skills.
 5. My mom is a very good _____. She knows what to do when I'm down and blue.
 6. As the famous saying goes: "the _____ is always right!"
- A. Customer
B. Conduct
C. Objective
D. Motivator
E. Efficiently
F. Peers

LET'S TALK

- 1) What do you think is the main task of a manager?
- 2) What do you do? What are your responsibilities?
- 3) Suggest ways on how you can be promoted in no time.