



Navigating Leave: 3 Tips for Managing Responsibilities

Description

Entrepreneurs should take care of themselves and their teams. It's important to plan for unexpected situations like health issues or family emergencies. Good leaders prepare in advance and make sure others know how things work.

Make sure everyone knows their job and who to report to. This helps avoid confusion and keeps things running smoothly. It's also important to trust your team when you're not there. Don't keep jumping in and out, let your team handle things.

Remember, work is like a rubber ball, it bounces back. But family, health, friends, and integrity are delicate like glass. Take care of yourself and your loved ones. Plan ahead and trust your team. Michelle Obama said we should prioritize ourselves. Remember, it's important to be prepared for the unexpected.

Vocabulary List:

1. **Entrepreneurs** /ˌɒn.trə.prəˈnɜːr/ (noun): People who start and run their own businesses taking on financial risks to do so.
2. **Integrity** /ɪnˈtɛɡ.rɪ.ti/ (noun): The quality of being honest and having strong moral principles.
3. **Preparation** /ˌprɛpəˈreɪʃən/ (noun): The action or process of making something ready for use or consideration.
4. **Confusion** /kənˈfjuːʒən/ (noun): A state of bewilderment or disarray often due to a lack of clarity.
5. **Unexpected** /ˌʌnɪkˈspɛktɪd/ (adjective): Not anticipated or foreseen; occurring suddenly or unexpectedly.
6. **Delicate** /ˈdɛlɪkət/ (adjective): Easily broken or damaged; fragile and requiring careful handling.

Vocabulary quizzes

Multiple Choice (Select the Correct answer for each question.)

1. What legal action may be taken to seek compensation for damages?
Option: Negotiation
Option: Lawsuit
Option: Diligence
Option: Transition
2. What field does the term "Artificial" relate to?
Option: Entrepreneurs



- Option: Generation
- Option: Technology
- Option: Valuation

3. What is crucial for success and avoiding confusion?

- Option: Detection
- Option: Preparation
- Option: Misinformation
- Option: Unexpected

4. Which characteristic is important for building a good reputation?

- Option: Environment
- Option: Creative
- Option: Reliable
- Option: Support

5. What process is needed to confirm authenticity?

- Option: Unauthorized
- Option: Eager
- Option: Verify
- Option: Organized

6. Which situation may occur due to an unexpected outage?

- Option: Stranded
- Option: Apologized
- Option: Integrity
- Option: Confusion

7. Individuals who start businesses and take risks are known as:

- Option: Reputation
- Option: Entrepreneurs
- Option: Support
- Option: Eager

8. What can lead to confusion and damage reputation?

- Option: Valuation
- Option: Negotiation
- Option: Diligence
- Option: Misinformation

9. What is considered during a diligent inspection?

- Option: Valued
- Option: Detect



Option: Transition

Option: Artificial

10. What might be done after causing confusion due to misinformation?

Option: Inspection

Option: Reliable

Option: Apologized

Option: Eager

Gap-Fill (Fill in the blanks with the correct word from the vocabulary list.)

11. _____ is essential to uncover unauthorized activities.

12. Smooth _____ is crucial in maintaining operational efficiency.

13. Creating a sustainable _____ benefits both businesses and society.

14. Operating with honesty and _____ enhances trust with stakeholders.

15. Skillful _____ can lead to mutually beneficial agreements.

16. Being _____ to learn and adapt is vital in a fast-changing world.

17. Maintaining a positive _____ requires consistent effort.

18. Innovation and _____ thinking drive progress in various industries.

19. Providing adequate _____ helps individuals and organizations thrive.

20. Dealing with _____ challenges requires flexibility and quick responses.

Matching Sentences (Match each definition to the correct word from the vocabulary list.)

21. Good project managers are always well-, ensuring tasks are completed efficiently.
22. When a company is found at fault, it may need to provide financial to affected parties.
23. A thorough is necessary before making investment decisions to minimize risks.
24. Handling complex situations requires a touch to avoid aggravating the issue.



25. After the error was discovered, the company publicly for the inconvenience caused.
26. Efficient organizations are always well-, allowing them to respond quickly to challenges.
27. A process of is necessary to ensure the accuracy and legitimacy of information.
28. Each of technology brings new possibilities and advancements.
29. Having a source of information is crucial for making informed decisions.
30. Clear communication helps prevent and misunderstandings in the workplace.

Answer

Multiple Choice: 1. Lawsuit 2. Technology 3. Preparation 4. Reliable 5. Verify 6. Stranded 7. Entrepreneurs
8. Misinformation 9. Valued 10. Apologized

Gap-Fill: 11. Detection 12. Transition 13. Environment 14. Integrity 15. Negotiation 16. Eager 17. Reputation
18. Creative 19. Support 20. Unexpected

Matching sentence: 1. organized 2. compensation 3. evaluation 4. delicate 5. apologized 6. prepared
7. verification 8. generation 9. reliable 10. confusion

CATEGORY

1. Business - LEVEL2

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