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**Survey of Business**

**Chapter Seven: Organization, Teamwork, and Communication**

1: Define Organizational Culture and identify how it is often expressed within a firm.

2: Describe Organizational Structure, how it is developed, and why it is important.

3: Define Specialization and the benefits associated with it.

4: Describe the negative consequences associated with overspecialization.

5: Define Departmentalization and identify the weaknesses associated with it.

6: Define Product Departmentalization.

7: Define Geographical Departmentalization.

8: Define Customer Departmentalization.

9: What is meant by Delegation of Authority and why is it important?

10: Explain the “principle of accountability.”

11: Does the act of delegating authority to a subordinate relieve the superior of accountability?

12: Define Degree of Centralization.

13: Define Span of Management.

14: Define Organizational Layers and explain how it connects with Span of Management.

15: Identify the various Forms of Organizational Structure.

16: Describe the Role of Groups and Teams in Organizations.

17: Define Committee.

18: Define Task Force.

19: Why are Teams becoming more common in the workplace and how are they motivated to succeed?

20: Describe the various forms of Communication in Organizations.

21: Explain the importance of communication and the consequences of mistakes made in the process.

22: Define Grapevine and describe its advantages and disadvantages.

23: Why is it important for organizations to monitor employee communications?

24: How can managers improve Communication Effectiveness and why is it necessary?

Briefly share your thoughts on how the material outlined in this chapter can impact your life: