



# UNIT 5

## LEADERSHIP

### In This Unit You Will:

Learn and practise using vocabulary to describe leadership qualities.

Listen to and practise using useful verbs and nouns for management and leadership.

Learn about and practise using **“in spite of”** & **“despite”** to contrast cause and effect.

Compare and contrast the use of **“although”** & **“however”** to describe contrasting clauses.



# LESSON 21

## Management & Leadership

### Vocabulary

#### Role Play (British Accent):

---

**Jane:** Hi Matt, can we take a moment to discuss leadership and management? I believe there are certain qualities that are crucial for success in these roles.

**Matt:** Absolutely, Jane. I really want to learn. What qualities do you consider important?

**Jane:** Well, one essential quality is having a clear vision. A leader must be able to articulate a compelling long-term goal that inspires and guides the team.

**Matt:** That makes sense, Jane. What else do you think is crucial?

**Jane:** Another vital quality is motivation. A great leader knows how to inspire and energise their team members, encouraging them to give their best effort.

**Matt:** I completely agree, Jane. Motivation is key. Are there any other qualities you think are important?

**Jane:** Decision-making is definitely a crucial skill for effective leadership. Leaders need to be able to analyse information and make sound decisions that align with the company's objectives.

**Matt:** I see, Jane. Making informed decisions is indeed important. Any other qualities you would like to highlight?

**Jane:** Effective communication is absolutely essential. A leader must be able to convey ideas clearly, listen actively, and foster open dialogue within the team.

**Matt:** Communication is vital in leadership, Jane. Is there anything else you think is important?

**Jane:** Empathy is a quality that shouldn't be overlooked. A leader who demonstrates empathy understands and acknowledges the feelings and needs of their team members, creating a supportive work environment.

**Matt:** I couldn't agree more, Jane. Empathy is key to building strong relationships within a team. Any other qualities you'd like to mention?

**Jane:** Yes, delegation is a skill that leaders must possess. They need to be able to assign tasks and responsibilities effectively, trusting and empowering their team members to achieve the desired results.





# LESSON 21

## Management & Leadership

### Vocabulary

#### Role Play (British Accent):

---

**Matt:** Delegation is crucial, Jane. It helps in utilising the skills and strengths of each team member. Are there any more qualities you believe are important?

**Jane:** Absolutely, Matt. Accountability is vital. A leader must take responsibility for their actions and decisions, setting an example for others to follow.

**Matt:** I agree, Jane. Leaders should be accountable for their actions. Is there any final quality you would like to mention?

**Jane:** Finally, I believe that an inspirational leader can truly make a difference. They have the ability to motivate and influence their team members through their actions and words, creating a positive and productive work environment.

**Matt:** I couldn't agree more, Jane. Inspirational leaders have a significant impact on the team's morale and performance. Thank you for sharing these valuable insights.

#### Questions:

---

1. What does Jane want to talk to Matt about?
2. Why does Jane say that goals and vision are important?
3. What does Jane say can make team members make their best effort?
4. What does Jane say is important to promote dialogue and listen to team members?
5. What does Jane say creates a positive working environment?

#### New Item:

---

**Motivation** A clear, inspiring, and long-term goal that guides a leader's actions.

**Decision-making** The act of inspiring and encouraging individuals to achieve their best.

**Communication** The process of choosing the best course of action among alternatives.



# LESSON 21

## Management & Leadership

### Vocabulary

#### New Item:

---

<b>Empathy</b>	The ability to understand and share the feelings of others.
<b>Delegation</b>	Assigning tasks and responsibilities to team members.
<b>Teamwork</b>	Collaborative efforts of a group to achieve a common goal.
<b>Adaptability</b>	The capacity to adjust to new circumstances and changing environments.
<b>Accountability</b>	Taking responsibility for one's actions and outcomes.
<b>Problem-solving</b>	Finding solutions to challenges or obstacles that arise.
<b>Coaching</b>	Guiding and developing individuals to enhance their skills and abilities.
<b>Inspirational</b>	A leader who motivates and influences others through their actions and words.

#### Exercise:

---

*Now use the vocabulary that you have just read about to complete this article about management and leadership in business.*

**Teamwork   Coaching   Vision   Empathy   Accountability**  
**Inspirational   Decision-making   Delegation   Motivate   Adaptability**  
**Communication   Management & Leadership   Problem-solving**

#### **Management & Leadership in Business**

Effective \_\_\_\_\_ are essential for organisational success. Leaders with a strong \_\_\_\_\_ inspire and \_\_\_\_\_ their teams by recognising achievements, providing growth opportunities, and fostering positivity.



# LESSON 21

## Management & Leadership

### Vocabulary

#### Exercise:

---

**Teamwork   Coaching   Vision   Empathy   Accountability**  
**Inspirational   Decision-making   Delegation   Motivate   Adaptability**  
**Communication   Management & Leadership   Problem-solving**

Key leadership skills include \_\_\_\_\_ to align choices with goals, clear \_\_\_\_\_ to ensure understanding, and genuine \_\_\_\_\_ to build trust and collaboration. \_\_\_\_\_ empowers team members by assigning tasks suited to their strengths, promoting efficiency and \_\_\_\_\_.

In a changing business landscape, \_\_\_\_\_ is vital for navigating uncertainty and driving innovation. Leaders also demonstrate \_\_\_\_\_, taking responsibility for their actions and fostering a culture of integrity.

\_\_\_\_\_ is critical, with leaders identifying challenges and developing creative solutions. Through \_\_\_\_\_, they guide team members with feedback, mentorship, and support. Lastly, \_\_\_\_\_ leaders ignite passion and purpose, motivating teams through their actions and words.

In conclusion, effective leadership drives success by combining these skills and practices to create high-performing organisations.

#### Questions:

---

1. Which of the attributes of a good manager that you have read about do you think is the most important?
2. Which of these attributes do your managers use best to make your company efficient and productive?
3. Which of these attributes do you have?
4. What can managers do to motivate employees?
5. Do you find delegation difficult or easy? Why?