

**Fill out the gaps with the words from the list and underline them.
Write down the paragraph.**

university standard manager organizations to achieve resources

Our society is made up of all kinds of (1)_____, such as companies, government departments, unions, hospitals, schools, libraries and the like. They are essential to our existence, helping to create our (2)_____ of living and our quality of life. In all organizations there are people carrying out the work of the (3)_____ although they do not have that time. The vice-chancellors of a (4)_____, the president of a students union or a chief librarian are all managers. They have the responsibility to use the (5)_____ of their organization effectively and economically (6)_____ its objectives.