Management Select Readings in English (MSRE)

ه ون ر دزیده مدیریت به زبان انگلیسی

Esfandyar Moha n (Ph.D) عضو هیئت علمی دا مگاه ایلام ، گروه مدیریت بازرگانی

Moh. کارشناسی ارشد آموزش زبان انگلیس . مشک تربیت مدرس

2014

سرشناسه : محمدی، اسفندیار، Mohammadi, Esfandyar – 1349

Management Select Readings in English (MSRE) / : عنوان و نام بديدآور Esfandyar Mohammadi, Mohsen Akbari

مشخصات نشر : ایلام: جوهر حیات، 1393 = 2014م

مشخصات ظاهری :160 ص.

978-600-7525-05-0 : شابک

وضعيت فهرست نويسى : فيپا

: انگلیسی،

وانور ی عنوان : منیجمت . . .

موضوع : زبان انگلیسی - کتابهای قرانت - مدیریت نوضوع : زبان انگلیسی - راهنمای آموزشی (عالی)

سه افن ۱361 -

Akbari, Mohsen:

PE1127/ a 4 a 34 1393

428/6402465 ;

سماره كتابشناسي ملي : 816



Management Select Realings in English (MSRE)

متون برگزیده مدیریت به زبال انگاری

مولفین : دکتر اسفندیار محمدی - محسن اکبری

ناشر : جوهر حيات

طراح جلد : قدرت ملکی

نوبت چاپ ۱393 - 1393

شمارگان : 2000 نسخه

شابک : 978-600-7525-05-0

قيمت : 90000 ريال

انتشارات جوهر حیات - نشانی: ایلام، بلوار دانشجو، روبروی دانشگاه پیام نور، مجتمع تجاری آریان

تلفن : 2238834 (0841) همراه : 09183421951

مرکز پخش: کتابسرای اندیشه - ایلام، میدان 22 بهمن، خیابان ولایت

تلفن تماس: 3364167 (0841)

Preface

Management Select Readings in English (MSRE) is primarily intended and designed for Management graduate and postgraduate students who are required to take English-for-Specific-Purposes (ESP) or English-for-Academic-Purposes (EAP) courses at the Management departments of universities. It is also meant for English language learners and all individuals in different fields of management who wish to improve their reading comprehension and vocabulary skills for academic, professional or assonal purposes. The book is also a good source for M.A. and Ph.D ca. d dates.

The book contains a wide variety of crucial concepts in differe, fields of management in 75 units. Each unit is presented in two pages, he to, c and the reading comprehension activities in the form of multiple-choice questions. The materials have been designed so that the can be used effectively both in classroom and by learners working at no. One advantage of the MSRE is that students can select the opics that interest them or the topics they most need to learn and expand the chowle lige in English.

Although the current book might so fer i om some mitations, we hope that Management Select Readings in Engline (1916...) may serve the academic-level students as a helpful and encouraging guide to improve their ESP and EAP skills. No claim is made that this book has covered all areas and concepts in the field of has generated nor it needs no improvements. Any comments or suggestions regarding this book may be directly addressed to us at the following entitled access:

esfand1970 vaho con mohsena7. Wyu. com

E andy r Me ammadi Mohser bari 2014

Table of Contents

	Tenk	Page
1	Management Process	7
2	Historical Development of Management	9
3	Levels of Management	11
4	Functions of Management	3
5	Managerial Roles	15
6	Qualities of a Good Manager	17
7	Scientific Management Theory	19
8	Henri Fayol's Principles of Management	21
9	Classical Management Theory	3
10	Bureaucracies	
11	Neoclassical Theory of Management	, i
12	Human Relations Movement	29
13	Systems Approach to Management	31
14	Contingency Approach to Management	33
15	Modern Management Theory	35
16	Types of Plans in Management	37
17	Strategic Planning	39
18	Decision-Making in Organizations	41
19	Conflict Management	43
20	Organization	45
21	Organization Theories	47
22	Chester Barnard's Theory of Organiza ns	49
23	Organizational Design	51
24	Organizational Struc	53
25	Hierarchical Organiza on. Lucture	55
26	Functional Or and ion 1 Structure	57
27	Divisional Orgazization. Structure	59
28	Organizat al ure	61
29	Organizational ure	63
30	Or ann. Joh Change Org vization. Commitment	65
31	Org. vization. Commitment	67
32 1	Susin ss Organizations	69
33	(and nent Ethics	71
34	L legation	73
35	ralized/Decentralized Organizations	75
36	Departmentalization in Management	77
37	Control in Management	79
38	Communication in the Workplace	81
39	Employee Relations	83
40	Social Networking in Management	85

41	Power in an Organization	87
42	Empowerment in Management	89
43	Leadership Theories	91
44	Managerial Grid	93
45	Management Styles	95
46	Management-By-Objectives	97
47	Management-By-Exceptions	99
48	Motivation in Management	101
49	Frederick Herzberg's Theory of Motivation	102
50	Equity Theory of Motivation in Management	105
51	Reinforcement Theory	24
52	Employee Performance	10.
53	Working in a Team Environment	111
54	Collaborative Management	
55	Job Interviews	115
56	Employee Training	117
57	Employee Satisfaction	119
58	Employee Discipline	121
59	Employee and Workplace Grievances	123
60	Employee Turnover	125
61	Resource Allocation in Management	127
62	Entrepreneurship	129
63	Financial Management	131
64	Commercial Managemen	133
65	Knowledge Management	135
66	Innovation Management	137
67	Operations Management	139
68	Process Managemen	141
69	Performance Managen ant	143 145
70	Project Manager en	145
71	Strategic N. agel ent	147
72	Managen at Image tion Systems	149
73	Tot Qual y Management	153
74	Rese to A hods in Management	
75	. tion Research	155
	Answ ey	157 160
	'eferences	100