

Name:

Date:

Class:

Lesson 13.1

Build Your Vocabulary

As you progress through this text, develop a personal glossary of key terms. This will help you build your vocabulary and prepare you for a career. Write a definition for each of the following terms and add them to your personal glossary.

- active listening skills

Definition:

- analytical-thinking skills

Definition:

- chain of command

Definition:

- collaboration skills

Definition:

- confidence

Definition:

- conflict

Definition:

- conflict resolution

Definition:

- controlling

Definition:

- critical-thinking skills

Definition:

- Gantt chart

Definition:

- good citizenship

Definition:

- management structure

Definition:

- negotiate

Definition:

- operational planning

Definition:

- organizational chart

Definition:

- problem-solving skills

Definition:

- professionalism

Definition:

- project charter

Definition:

- project management

Definition:

- resilience

Definition:

- responsibility

Definition:

- staffing

Definition:

- strategic planning

Definition:

- tactical planning

Definition:

- team

Definition:

- teamwork

Definition:

- time management

Definition:

- trustworthiness

Definition:

- work ethic

Definition: