

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.
- 

**Source:** S.B. Wilson, "Are You an Effective Delegator?" *Female Executive*, 1 November 1994, 19.

48

**INSTRUCTIONS**

List ways to become an effective delegator.

## DIFFERENCES BETWEEN FORMAL AND INFORMAL WORKPLACES

**FORMAL****INFORMAL****LANGUAGE USAGE**

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |

**CONVERSATIONAL TURN TAKING AND TOPIC SELECTION**

- |    |    |
|----|----|
| 1. | 2. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

**EMOTIONAL AND PROXEMIC GESTURES**

- |    |    |
|----|----|
| 1. | 2. |
| 2. | 2. |
| 3. | 3. |

**PHYSICAL AND CONTEXTUAL CUES**

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |

**Source:** D.A. Morland, "The Role of Behavioral Formality and Informality in the Enactment of Bureaucratic Versus Organic Organizations," *Academy of Management Review* 20 (1995): 831-872. Reproduced by permission of the publisher via Copyright Clearance Center, Inc.

**INSTRUCTIONS**

List the differences between informal and formal workplaces.