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https://www.100test.com/kao_ti2020/164/2021_2022__E6_89_98_E7_A6_8F_E8_8C_83_E6_c81_164103.htm The Important Qualities

of a Good Supervisor 【题目】 What are some important qualities of a good supervisor (boss)? Use specific details and examples to explain why these qualities are important. 【范文】 18. The

Important Qualities of a Good Supervisor A company ' s success depends on all of its employees, from low-level clerks to supervisors. As the leader of a team, a supervisor plays an especially important role. He must not only do his own job well, but elicit the best results from those he supervises. Therefore, good supervisor should possess certain important qualities. Most importantly, a supervisor must be very knowledgeable about his company ' s business. The better understanding he has of the company as a whole and the industry, the better able he will be to anticipate problems and deal with unexpected events. Another important quality is the ability to delegate. A good supervisor must be willing to entrust some tasks to members of his team rather than try to control every detail. This will not only save him time, but offer his employees room to develop their skills. Last but not least, a good supervisor must be even-tempered and able to offer constructive criticism. It is of no use to blame an employee for his failure without offering any useful suggestions for improvement. With the above qualities, I believe that a supervisor can perform his job well and inspire those he leads to make their best effort. In this way the team will be efficient, effective

and, no doubt, successful. 【注释】 quality n. 特质 supervisor n. 主管 depend on 视...而定 elicit v. 引出 supervise v. 管理；主管 possess v. 具有 knowledgeable adj. 有知识的 as a whole 整体而言 anticipate v. 预料 deal with 应付 unexpected adj. 意外的 delegate v. 授权 willing adj. 愿意的 entrust v. 委托 last but not least 最后一项要点是 even-tempered adj. 性情平和的；不易激动的 constructive adj. 有建设性的 perform v. 做 inspire v. 激励 优秀的主管应具备的特质 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com