

# 8b Making decisions

Paul Dummett

1 Use the following words to complete each expression.

issue    say    mind    thought    decision    consideration
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- a Originally, he agreed to work with us, but now he has **changed his** \_\_\_\_\_.
- b She said she would come, but now she's **having second** \_\_\_\_\_s.
- c The boss always **has the final** \_\_\_\_\_ in purchases over £500.
- d I've **given** the matter **a lot of** \_\_\_\_\_.
- e Everyone in the department **backed the** \_\_\_\_\_ to abandon the project.
- f There are several factors to **take into** \_\_\_\_\_.
- g There are several things that we should **bear in** \_\_\_\_\_.
- h They haven't addressed the problem at all: they've completely **dodged the** \_\_\_\_\_.
- i I'm **in two** \_\_\_\_\_s about whether to accept their proposal or not.
- j Time was short. We had to **make a snap** \_\_\_\_\_.



2 Describe a situation in which you ...

- were in two minds about accepting an offer.
- changed your mind about something you had previously agreed to.
- felt unable to back your boss's decision.
- dodged an issue.
- had to make a snap decision.
- gave something a lot of thought before making a decision.
- had second thoughts about something which seemed at first to be a good idea.
- had a lot of different people's interests to bear in mind.
- had the final say in an important decision.
- had to take many factors into consideration.

3 Which of the following principles do you follow when taking an important decision?

- Consider the best way to transmit your decision, e.g. channel of communication.
- Consider who will be affected by the decision and what the likely effect will be on them.
- Anticipate obstacles and objections.
- Think of all the possible outcomes in the longer term.
- Formulate a Plan B.
- If in doubt, postpone making a decision.

Suggest any other good principles which people could follow.

