1. What is the primary purpose of work study?

a) To increase employee workload
b) To decrease efficiency in the workplace
c) To analyze and improve work methods
d) To create unnecessary complexity

Answer: c) To analyze and improve work methods
Explanation: Work study aims to analyze existing work methods to identify areas for improvement, thereby enhancing efficiency and productivity.

2. Which of the following is NOT an objective of work study?

a) Enhancing productivity
b) Improving safety standards
c) Reducing costs
d) Increasing employee turnover

Answer: d) Increasing employee turnover
Explanation: Work study focuses on improving various aspects of work processes, but it does not aim to increase employee turnover.

3. What is the first step in the basic procedure of method study?

a) Recording
b) Examination
c) Development
d) Installation

Answer: a) Recording
Explanation: The initial step in method study involves recording the current method or process to understand its components and workflow.

4. Which technique is commonly used for recording work methods using symbols and arrows?

a) Outline process charts
b) Man-machine charts
c) Flow diagrams
d) String diagrams

Answer: a) Outline process charts
Explanation: Outline process charts use symbols and arrows to represent the sequence of steps in a process or method.

5. Which chart depicts the movement of workers and machines in relation to time?

a) Flow process chart
b) Man-machine chart
c) Two-handed process chart
d) Multiple activity chart

Answer: b) Man-machine chart
Explanation: Man-machine charts illustrate the interaction between workers and machines over time, helping to identify inefficiencies and bottlenecks.

6. Which recording technique is used to analyze the simultaneous activities of multiple workers?

a) Flow process chart
b) Man-machine chart
c) Two-handed process chart
d) Multiple activity chart

Answer: d) Multiple activity chart
Explanation: Multiple activity charts allow for the simultaneous analysis of activities performed by multiple workers or resources.

7. Which technique is used to study the movements of both hands in performing a task?

a) Flow process chart
b) Two-handed process chart
c) String diagram
d) Flow diagram

Answer: b) Two-handed process chart
Explanation: Two-handed process charts specifically focus on analyzing the movements of both hands during a task to optimize efficiency.

8. Which recording technique is useful for studying the path of motion of an object or worker?

a) Flow process chart
b) Man-machine chart
c) String diagram
d) Flow diagram

Answer: c) String diagram

Explanation: String diagrams visually represent the path of motion of an object or worker within a workspace, aiding in identifying unnecessary movements.

9. Which chart is used to represent the sequence of steps in a process with symbols for different activities?

a) Flow process chart
b) Man-machine chart
c) Flow diagram
d) Multiple activity chart

Answer: a) Flow process chart
Explanation: Flow process charts use symbols to represent the sequence of steps in a process, facilitating the analysis of workflow.

10. What is the purpose of a cyclograph in method study?

a) To analyze human motion
b) To represent process flow
c) To study machine operations
d) To evaluate safety standards

Answer: a) To analyze human motion
Explanation: Cyclographs are used to analyze and record the cyclical movements of human activities, aiding in optimizing motion economy.

11. Which principle emphasizes minimizing unnecessary motion to improve efficiency?

a) Principle of standardization
b) Principle of motion economy
c) Principle of specialization
d) Principle of automation

Answer: b) Principle of motion economy
Explanation: The principle of motion economy advocates for minimizing unnecessary motion to optimize efficiency and productivity in the workplace.

12. What is the primary focus of micro-motion study?

a) Analyzing overall process flow
b) Studying minute movements within a task
c) Evaluating machine operations
d) Assessing worker morale

Answer: b) Studying minute movements within a task
Explanation: Micro-motion study involves analyzing and optimizing the smallest movements within a task to enhance efficiency and reduce fatigue.

13. Which technique involves breaking down a task into its smallest elements for analysis?

a) Memo motion study
b) Two-handed process chart
c) Flow process chart
d) Micro-motion study

Answer: d) Micro-motion study

Explanation: Micro-motion study involves breaking down a task into its smallest elements to analyze each motion and identify opportunities for improvement.

14. What is the purpose of a flow diagram in method study?

a) To analyze human motion
b) To represent process flow
c) To study machine operations
d) To evaluate safety standards

Answer: b) To represent process flow
Explanation: Flow diagrams visually represent the flow of materials, information, or activities within a process, aiding in understanding and optimizing process flow.

15. Which technique involves studying the simultaneous activities of a worker and a machine?

a) Man-machine chart
b) Two-handed process chart
c) String diagram
d) Multiple activity chart

Answer: a) Man-machine chart
Explanation: Man-machine charts are used to study and analyze the interactions between a worker and a machine during a task or process.

16. What is the primary goal of method study?

a) To complicate work processes
b) To standardize work methods
c) To increase inefficiencies
d) To improve work methods

Answer: d) To improve work methods
Explanation: The primary goal of method study is to identify and implement improvements in work methods to enhance efficiency and productivity.

17. Which recording technique is useful for analyzing the sequence of activities in a process?

a) Man-machine chart
b) Flow process chart
c) Two-handed process chart
d) String diagram

Answer: b) Flow process chart
Explanation: Flow process charts are particularly useful for analyzing the sequence of activities in a process, identifying potential bottlenecks or inefficiencies.

18. What is the main advantage of using multiple activity charts?

a) Simplifying complex processes
b) Analyzing sequential activities
c) Studying simultaneous activities
d) Identifying individual motions

Answer: c) Studying simultaneous activities

Explanation: Multiple activity charts allow for the simultaneous analysis of activities performed by multiple workers or resources, aiding in optimizing resource allocation and efficiency.

19. Which recording technique is primarily focused on studying the interactions between workers and machines?

a) Two-handed process chart
b) Man-machine chart
c) Flow process chart
d) String diagram

Answer: b) Man-machine chart
Explanation: Man-machine charts specifically focus on studying and analyzing the interactions between workers and machines during a task or process.

20. What is the primary objective of installing improved methods in work processes?

a) To increase complexity
b) To decrease efficiency
c) To maintain status quo
d) To enhance productivity

Answer: d) To enhance productivity
Explanation: Installing improved methods aims to enhance productivity by implementing optimized work processes and eliminating inefficiencies.

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