

1. Which function of management involves setting objectives and determining the actions necessary to achieve them?

- a) Organizing
- b) Planning
- c) Motivating
- d) Controlling

Answer: b) Planning

Explanation: Planning is the function of management where goals are established, and the actions required to achieve those goals are determined. It involves decision-making regarding what needs to be done, how it will be done, and when it will be done.

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2. What term refers to the arrangement of tasks, roles, and responsibilities within an organization to achieve its objectives efficiently?

- a) Strategic management
- b) Organization structure
- c) Leadership style
- d) Motivational theory

Answer: b) Organization structure

Explanation: Organization structure refers to how tasks, roles, and responsibilities are allocated and coordinated within an organization to ensure efficiency and effectiveness in

achieving its objectives.

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3. Which leadership style focuses on giving employees autonomy, encouraging creativity, and fostering innovation?

- a) Autocratic leadership
- b) Democratic leadership
- c) Laissez-faire leadership
- d) Transformational leadership

Answer: c) Laissez-faire leadership

Explanation: Laissez-faire leadership style empowers employees by giving them freedom and autonomy to make decisions and complete tasks as they see fit. It encourages creativity and innovation within the organization.

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4. Which of the following is NOT a component of the control function of management?

- a) Setting standards
- b) Evaluating performance
- c) Providing feedback
- d) Developing organizational structure

Answer: d) Developing organizational structure

Explanation: Control function of management involves setting standards, measuring performance against those standards, providing feedback, and making necessary corrections. Developing organizational structure falls under the organizing function of management.

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5. What is the primary purpose of managerial decision making?

- a) To minimize costs
- b) To maximize profits
- c) To achieve organizational goals
- d) To control employees

Answer: c) To achieve organizational goals

Explanation: Managerial decision making involves selecting the best course of action from available alternatives to achieve organizational objectives effectively and efficiently.

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6. Which motivation theory suggests that individuals are motivated by a hierarchy of needs, starting from basic physiological needs to self-actualization?

- a) Expectancy theory
- b) Herzberg's two-factor theory
- c) Maslow's hierarchy of needs
- d) Equity theory

Answer: c) Maslow's hierarchy of needs

Explanation: Maslow's hierarchy of needs theory proposes that individuals have a hierarchy of needs, and they are motivated to satisfy these needs in a specific order, starting from physiological needs to self-actualization.

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7. What type of control focuses on correcting deviations from standards during the production process?

- a) Feedforward control
- b) Concurrent control
- c) Feedback control
- d) Pre-control

Answer: b) Concurrent control

Explanation: Concurrent control involves monitoring activities as they occur to ensure that they conform to organizational standards. It focuses on correcting deviations from standards during the production process.

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8. Which leadership style involves making decisions without input from subordinates, maintaining strict control over tasks, and emphasizing obedience?

- a) Democratic leadership

- b) Laissez-faire leadership
- c) Autocratic leadership
- d) Transactional leadership

Answer: c) Autocratic leadership

Explanation: Autocratic leadership style involves centralized decision-making where the leader makes decisions without consulting subordinates and maintains strict control over tasks and processes.

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9. Which planning technique involves identifying the sequence of tasks and their interrelationships to accomplish a specific goal?

- a) Contingency planning
- b) Strategic planning
- c) Operational planning
- d) Network planning

Answer: d) Network planning

Explanation: Network planning involves identifying the sequence of tasks and their interrelationships using techniques like PERT (Program Evaluation and Review Technique) and CPM (Critical Path Method) to accomplish a specific goal.

10. What is the term for the process of influencing and directing individuals or groups to achieve organizational goals?

- a) Coordination
- b) Delegation
- c) Motivation
- d) Leadership

Answer: d) Leadership

Explanation: Leadership involves influencing and directing individuals or groups towards achieving organizational goals by providing guidance, motivation, and support.

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