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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