1. What is work measurement?

a) The process of determining the amount of work required to complete a task
b) The measurement of an individual’s productivity
c) The assessment of workplace efficiency
d) The calculation of the time taken to complete a job

Answer: a) The process of determining the amount of work required to complete a task

Explanation: Work measurement involves quantifying the amount of work involved in performing a task or completing a job.

2. What is the primary objective of work measurement?

a) To increase employee wages
b) To minimize workplace accidents
c) To improve productivity and efficiency
d) To reduce the number of employees

Answer: c) To improve productivity and efficiency

Explanation: The main objective of work measurement is to enhance productivity and efficiency within the workplace.

3. Which of the following is a basic procedure of work measurement?

a) Employee evaluation
b) Job rotation

c) Time study
d) Performance appraisal

Answer: c) Time study

Explanation: Time study is a fundamental procedure in work measurement, involving the observation and recording of the time taken to perform a task.

4. In work measurement, what is the purpose of breaking a job into elements?

a) To increase the complexity of the task
b) To simplify the task for employees
c) To identify the essential components of the job
d) To reduce the time required to complete the job

Answer: c) To identify the essential components of the job

Explanation: Breaking a job into elements helps to identify the individual tasks or components involved in completing the job, aiding in the accurate measurement of work.

5. Which equipment is commonly used in time study?

a) Stopwatch
b) Computer
c) Hammer
d) Telescope

Answer: a) Stopwatch

Explanation: A stopwatch is a commonly used equipment in time study for accurately measuring the time taken to perform tasks.

6. How are jobs selected for time study?

a) Randomly
b) Based on employee preference
c) Based on their complexity and frequency
d) By seniority

Answer: c) Based on their complexity and frequency

Explanation: Jobs are typically selected for time study based on their complexity and frequency of occurrence within the workplace.

7. What is the purpose of rating in time study?

a) To assign grades to employees
b) To evaluate job performance
c) To adjust observed times for various factors
d) To determine the salary of employees

Answer: c) To adjust observed times for various factors

Explanation: Rating in time study involves adjusting observed times to account for various factors such as fatigue, delays, or interruptions.

8. What are allowances in work measurement?

a) Additional breaks given to employees
b) Extra pay for overtime work
c) Adjustments made to standard time to account for non-productive time
d) Bonuses for high productivity

Answer: c) Adjustments made to standard time to account for non-productive time

Explanation: Allowances in work measurement are adjustments made to standard time to account for factors such as rest breaks, fatigue, and personal needs.

9. What is the calculation of standard time based on in work measurement?

a) Observed time and rating
b) Employee experience
c) Company profitability
d) Market demand

Answer: a) Observed time and rating

Explanation: Standard time in work measurement is calculated based on observed time, adjusted for various factors through rating.

10. What is the basic procedure of work sampling?

a) Observing and recording the time taken to complete tasks
b) Selecting random samples of work activities and recording their occurrence
c) Conducting interviews with employees about their work habits
d) Assigning tasks to employees based on their skills

Answer: b) Selecting random samples of work activities and recording their occurrence

Explanation: The basic procedure of work sampling involves selecting random samples of work activities and recording their occurrence over a period of time.

11. What does the design of a work sampling study involve?

a) Creating work schedules for employees
b) Selecting specific tasks for observation
c) Setting performance targets for employees
d) Conducting employee training sessions

Answer: b) Selecting specific tasks for observation

Explanation: The design of a work sampling study involves selecting specific tasks or activities for observation to provide a representative sample of work.

12. How is standard time established in work sampling?

a) Through direct observation of employees
b) By conducting time-motion studies
c) By analyzing the results of work sampling
d) Based on industry standards

Answer: c) By analyzing the results of work sampling

Explanation: Standard time in work sampling is established by analyzing the results of work sampling studies, which provide data on the frequency and duration of work activities.

13. What is the purpose of conducting a work sampling study?

a) To increase employee morale
b) To reduce workplace conflicts
c) To establish standard time for tasks
d) To improve customer satisfaction

Answer: c) To establish standard time for tasks

Explanation: The primary purpose of conducting a work sampling study is to establish standard time for tasks based on empirical data gathered from sampling work activities.

14. How many cycles are typically timed in work measurement?

a) One
b) Ten
c) Twenty
d) Fifty

Answer: b) Ten

Explanation: In work measurement, it’s common to time multiple cycles of a task to ensure accuracy and account for variability.

15. What is the method of measuring time in work measurement?

a) Direct observation
b) Employee self-reporting

c) Historical data analysis
d) Simulation

Answer: a) Direct observation

Explanation: Measuring time in work measurement typically involves direct observation of employees performing tasks.

16. Which factor is NOT considered when selecting jobs for time study?

a) Complexity
b) Frequency
c) Employee preference
d) Importance

Answer: c) Employee preference

Explanation: Jobs for time study are typically selected based on factors such as complexity, frequency, and importance to the operation.

17. How are jobs broken down into elements in work measurement?

a) By dividing tasks into smaller components
b) By assigning tasks to different employees
c) By combining tasks into larger units
d) By automating tasks

Answer: a) By dividing tasks into smaller components

Explanation: Jobs are broken down into elements by dividing them into smaller, manageable tasks or components for accurate measurement.

18. What is the purpose of allowances in work measurement?

a) To provide additional compensation to employees
b) To adjust standard time for non-productive factors
c) To increase job complexity
d) To reduce employee turnover

Answer: b) To adjust standard time for non-productive factors

Explanation: Allowances in work measurement are used to adjust standard time to account for non-productive factors such as rest breaks, fatigue, and unavoidable delays.

19. How are elements of a job identified in work measurement?

a) Through employee surveys
b) Through direct observation and analysis
c) By consulting industry experts
d) By trial and error

Answer: b) Through direct observation and analysis

Explanation: Elements of a job in work measurement are identified through direct observation and analysis of the tasks involved in completing the job.

20. What is the purpose of rating in time study?

a) To assign grades to employees
b) To evaluate job performance
c) To adjust observed times for various factors
d) To determine the salary of employees

Answer: c) To adjust observed times for various factors

Explanation: Rating in time study involves adjusting observed times to account for various factors such as fatigue, delays, or interruptions, to calculate standard time accurately.

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