

1. Which step of work study involves analyzing each element of a process to identify inefficiencies and opportunities for improvement?

- a) Selection
- b) Recording of process
- c) Critical analysis
- d) Development

Answer: c) Critical analysis

Explanation: Critical analysis is the step in work study where each element of a process is thoroughly examined to identify any inefficiencies or areas for improvement. This analysis is crucial for enhancing productivity and efficiency.

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2. Which technique in work study focuses on capturing and analyzing the detailed movements of workers to optimize efficiency?

- a) Time study
- b) Work sampling
- c) Micro motion study
- d) Production study

Answer: c) Micro motion study

Explanation: Micro motion study involves breaking down tasks into small elements to analyze

and optimize the movements of workers, aiming to minimize unnecessary motions and improve efficiency.

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3. What is the primary objective of memo motion study in work study?

- a) To analyze large-scale production processes
- b) To record and analyze the motions of workers
- c) To determine the optimal production rate
- d) To synthesize data from various sources

Answer: b) To record and analyze the motions of workers

Explanation: Memo motion study focuses on recording and analyzing the motions of workers to identify potential improvements in efficiency and productivity.

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4. Which technique in work study involves determining the time required to complete a specific task under standard conditions?

- a) Time study
- b) Production study
- c) Work sampling
- d) Predetermined motion time standards

Answer: a) Time study

Explanation: Time study involves determining the time required to complete a task under standard conditions by observing and timing the performance of trained workers.

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5. What is the purpose of work sampling in work study?

- a) To analyze the detailed motions of workers
- b) To determine the optimal production rate
- c) To measure the time spent on different activities
- d) To synthesize data from standard sources

Answer: c) To measure the time spent on different activities

Explanation: Work sampling is a technique used to measure the time spent on various activities within a work process, providing insights into the distribution of work activities and potential areas for improvement.

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6. Which step in work study involves the actual implementation of identified improvements in a process?

- a) Critical analysis

- b) Development
- c) Recording of process
- d) Selection

Answer: b) Development

Explanation: The development step in work study involves implementing the improvements identified during the critical analysis phase, translating ideas into practical changes within the work process.

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7. What is the primary goal of synthesis from standard data in work study?

- a) To analyze worker productivity
- b) To develop new techniques for work measurement
- c) To create predetermined motion time standards
- d) To optimize production processes

Answer: c) To create predetermined motion time standards

Explanation: Synthesis from standard data involves creating predetermined motion time standards based on established norms and best practices, aiming to standardize and optimize work processes.

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8. Which technique in work study involves studying the overall production process to identify bottlenecks and inefficiencies?

- a) Time study
- b) Work sampling
- c) Production study
- d) Micro motion study

Answer: c) Production study

Explanation: Production study involves studying the entire production process to identify bottlenecks, inefficiencies, and opportunities for improvement in the overall production flow.

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9. What is the main purpose of selecting a process in work study?

- a) To determine the optimal production rate
- b) To identify inefficiencies and areas for improvement
- c) To record and analyze worker motions
- d) To synthesize data from various sources

Answer: b) To identify inefficiencies and areas for improvement

Explanation: Selecting a process in work study is the initial step where a specific process is chosen for analysis to identify inefficiencies and areas for improvement in productivity and efficiency.

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10. Which step of work study involves documenting the details of a process for further analysis and improvement?

- a) Development
- b) Critical analysis
- c) Recording of process
- d) Implementation

Answer: c) Recording of process

Explanation: Recording of process involves documenting the details of a process, including tasks, motions, and timings, to facilitate further analysis and improvement in work study.

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