

First: multiple-choice questions:

1.is defined as the process of reaching organizational goals by working with and through people and other organizational resources:
 - a. Organizing.
 - b. Controlling.
 - c. Management.
 - d. Decision-making process.
2. The marketing mix includes the following elements, Except:
 - a. Inventory.
 - b. Product.
 - c. Price
 - d. Promotion.
3. The planning function provides the following benefits, Except:
 - a. Preparing or change.
 - b. Coordinating efforts
 - c. Developing managers
 - d. Taking corrective actions.
4.is a systematic effort to compare actual performance with predetermined standard plans or objective and take corrective action if it is necessary:
 - a. Management
 - b. Controlling
 - c. Directing
 - d. Planning.
5. The following are the main three types of control, Except:
 - a. Physical control
 - b. Preliminary control.
 - c. Concurrent control
 - d. Feedback control

6. The following are the main steps of decision-making process, except:
 - a. Taking corrective action
 - b. Identifying an existing problem
 - c. Listing alternative solutions
 - d. Selecting the suitable alternative.
7. The following are the main factors affecting individual decision-making process, Except:
 - a. Complete certainty
 - b. Values
 - c. Personality
 - d. main functions of business, Propensity for risk.
8. The following are the Except:
 - a. Marketing
 - b. Production
 - c. Planning
 - d. Financing
9. The following are the main functions of management, Except:
 - a. Directing
 - b. Marketing
 - c. Organizing
 - d. Controlling
- 10.....is a method of production whereby goods are manufactured on a large scale to ensure a continuous supply:
 - a. Flow production
 - b. Batch production
 - c. Job or single production
 - d. Supply production
11. The correct translation of “Business functions” is:
 - a. وظائف الإدارة
 - b. وظائف المنظمة
 - c. وظائف العاملين
 - d. وظائف المشرفين

12. The correct translation of “manpower planning” is:

- a. إدارة الأفراد
- b. تخطيط القوة العاملة
- c. التدريب والتنمية
- d. تقييم الاداء

13. The correct translation of “managerial efficiency” is:

- a. العملية الإدارية
- b. الفعالية الإدارية
- c. الكفاءة الإدارية
- d. القرارات الإدارية

14. The correct translation of “sales promotion” is:

- a. المزيج الترويجي
- b. الحصة البيعية
- c. تخطيط المبيعات
- d. تنشيط المبيعات

15. The correct translation of “marketing research” is:

- a. بحوث التسويق
- b. المزيج التسويقي
- c. خطط تسويقية
- d. المفهوم التسويقي

Second: True or false questions:

16. Recruitment and selection are similar concepts.

17. Planning involves choosing the tasks that must be performed to attain organizational objectives, outlining how the tasks must be performed, and indicating when the tasks should be performed.

18. Influencing is defined as motivating, leading, directing or actuating and is primarily concerned with people within the organization.

19. technical skills of management are those that build cooperation within the team being led.

20. The dimension of complexity for the organization’s structure refers to the number of different jobs titles and the number of different units, or departments.

21. The functional departmentalization refers to the technical operations that are needed to manufacture the product.

22. Delegation of authority means the right to perform, command or making decisions.
23. Feedback control monitors ongoing operations to ensure that organizational objectives are achieved.
24. Decision-making process has a significant influence on the organization's performance.
25. Risk as a condition for decision-making process happens when decision makers have only enough information about the outcome of each alternative to estimate how probable the outcome will be if the alternative is implemented.