

**Model Exam : MANAGEMENT**

**Question 1: Choose the LETTER that corresponds to the BEST answer:**

1-Management includes:

(a)Men (b)Money (c)Material & Machines (d) All of them

2- The process that is used to achieve organizational goals is:

(a)Leadership (b)Management (c)Planning (d)Controlling

3- A marketing manager is:

(a)Team manager (b)Top manager (c)Functional manager (d)General manager

4- A manager who is responsible for developing organization's strategy, vision and mission is:

(a)Team manager (b)Top manager (c)General manager (d)Staff manager

5- A finance manager is considered as:

(a)Project manager (b)Line manager (c)General manager (d)Staff manager

6- The manager of a store or a business unit is:

(a)General manager (b)Staff manager (c)Top manager (d)Team manager

7- The pioneer of the Scientific Management Theory is:

(a)Henri Fayol      (b)Max Weber      (c)Frederick Taylor      (d)Douglas  
McGregor

8- Unity of direction and command are among the principles of management laid down by:

(a)Frederick Taylor      (b)Max Weber      (c)Elton Mayo      (d)Henri Fayol

9- ..... Laid the foundation for Human Relations Movement.

(a)Elton Mayo      (b)Max Weber      (c)Fred Fiedler      (d)Frederick Taylor

10- The process of selecting missions, objectives and actions to achieve them is:

(a)Organizing      (b)Leading(c)Planning      (d)Controlling

11- The process by which established plans are moved closer to realization is called:

(a)Planning      (b)Organizing      (c)Controlling      (d)Leading

12- The process of measuring, comparing, finding deviation and correcting them to achieve organizational objectives is called:

(a)Leading      (b)Planning      (c)Organizing      (d)controlling

13- The accomplishment of goals through the direction of human assistants is:

(a)Management      (b)Controlling(c)Leadership      (d)Organizing

14- Leaders who inspire staff through effective communication and creating intellectual stimulation are:

(a)Transformational      (b)Servant      (c)Transactional      (d)Bureaucratic

15- .....leaders have strict control over staff.

(a)Servant            (b)Autocratic            (c)Democratic            (d)Situational

16- Leaders who ensure that people follow rules are:

(a)Democratic            (b)Servant            (c)Situational            (d)Bureaucratic

17- The process of understanding and sharing meaning is:

(a)Communication            (b)Management            (c)Leadership            (d)Controlling

18- The person who imagines, creates, and sends the message is the:

(a)Receiver            (b)Sender (c)Manager            (d)Leader

19- The communication that includes casual, social, and personal messages in the organization is:

(a)Formal            (b)Informal            (c)Directional            (d)Diagonal

20- Orders and Instructions are forms of ..... communication:

(a)Upward            (b)Diagonal            (c)Horizontal            (d)Downward

**Question 2: State whether the following statement is TRUE (T) or False (F):**

- 1- Planning is the process that is used to achieve organizational goals. (F)
- 2- Project managers are found in construction and architecture. (T)
- 3- Frederick Taylor is the Father of Management. (F)

- 4- Henri Fayol laid down 14 principles of management. (T)
- 5- Management by rules and regulations is one of the features of Bureaucracy.(T)
- 6- According to the Scientific Management Theory, there is not a management approach that works for every organization. (F)
- 7- The Authoritarian management is suitable for Theory Y, while the Participative management is suitable for Theory X. (F)
- 8- Strategic planning is carried out by top management. (T)
- 9- A manager is one who understands people's motivations, enlists employee participation, and coordinates individual needs. (F)
- 10- Charismatic leadership is also called Participative leadership. (F)
- 11- Management and leadership have the same meaning. (F)
- 12- Management is concerned with formal groups only, while leadership is concerned with both formal and informal groups. (T)
- 13- Leadership is proactive, while management is reactive. (T)
- 14- A message is the meaning produced by the sender for the receiver. (T)
- 15- Feedback may take the form of verbal and non-verbal reactions. (T)
- 16- Seniority is an example of informal communication. (F)
- 17- Organizational communication is a communication that takes place in any business environment. (T)
- 18- Reports are considered a form of horizontal communication. (F)
- 19- The communication that takes place between a manager and a supplier is an external communication. (T)
- 20- Leaders who offer an exchange rate are Transformational. (F)

***BEST WISHES***

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