

BUS105 List of Questions

Latex formatted questions may not properly render

Q1 General types of budget used in organisation include _____ budgets.

- operating
- zero-based
- material
- a and b

Q2 _____ is not a type of control.

- feed forward
- concurrent
- consecutive
- feed back

Q3 _____ is not a condition under which decisions are made.

- certainty
- risk
- change
- uncertainty

Q4 The first stage in decision-making process is _____.

- identification of problem
- developing multiple courses of action
- problem diagnosis
- choice of action

Q5 _____ is not a limitation to informal organisation

- Disobedience of rules
- Negative information
- Uniform application of formal relationship
- None of the above

Q6 Decentralisation is similar to _____.

- delegation
- planning
- controlling
- none of the above

Q7 _____ is not a merit of delegation of authority.

- it facilitates management succession
- it increases labour turnover
- it relieves managers of excess work load
- none of the above

Q8 _____ structure is not a major method of structuring an organisation.

- simple
- functional
- divisional
- none of the above

Q9 Activities the support successful implementation of plan include _____.

- objectives
- policies
- budget
- all of the above

Q10 Application of technical skill is more dominant at the _____ level of management

- middle
- supervisory
- top
- all of the above

Q11 Test and interview are under _____ sorting

- recruitment
- selection
- screening
- sorting

Q12 _____ involves classifying of all applications received into very qualified, qualified and not qualified

- Sorting
- Screening
- Shuffling
- Scanning

Q13 _____ is not a part of organisation structure.

- Organizing
- Product-based
- Geographic based
- None of the above

Q14 Which of the following is concerned with finding authority responsibility relationships among individuals?

- Planning
- Directing
- Organizing
- Leading

Q15 Another name for frontline managers is

- Operational managers
- Operative managers
- First line managers
- All of the above

Q16 Another name for compensation management is

- Reward Management
- Performance management
- Discipline management
- Monetary management

Q17 Which of the following is the best for measuring the possession of skills?

- Proficiency test
- Intelligence test
- Psychological test
- Interview

Q18 Which of the following is not an employment function?

- Recruitment
- Manpower planning
- Selection
- None of the above

Q19 The procedure for determining the duties and skills requirements of a job and the kind of person to be hired is known as

- Job requirement
- Position description
- Job analysis
- All of the above

Q20 The basic activities that every organization must perform to succeed are called

- Basic functions
- Organic functions
- Planning function
- Basic activities

Q21 _____ managers are responsible for hiring and developing employees

- Marketing
- Management
- Financial
- Human resources

Q22 _____ is deliberate arrangement of people to accomplish some specific purpose

- Management
- Organisation
- Department
- Human Resource Management

Q23 Managers can be differentiated into the following, except ,,,,,,,,,,,,,,

- Marketing
- Management
- Financial
- Operating

Q24 The managers that supervise and coordinate the activities of operating employees are called

- Middle managers
- Plant managers
- First-line managers
- Chief Executive Officers

Q25 _____ skill is highly necessary at the lower level of management

- Analytical skills
- Conceptual skills
- Human skills
- Technical skill

Q26 Technical skills basically involve the following except _____ in performing a job effectively

- Knowledge
- Method
- Techniques
- Trust skills

Q27 When a manager performs duties such as greeting visitors, speaking at functions, taking important customers to lunch etc. This role is known as

- Leadership role
- Monitor role
- Figurehead role
- Spokesman role

Q28 Ideally, planning begins at theof the organizational pyramid and ?????.

- Top; filters down
- intermediate level; flows vertically
- middle; moves horizontally
- operational level; moves to the strategic level

Q29 A(n)and an are the two key components of a plan

- objective; action statement
- budget; alternative plan
- strategy; estimated budget
- sales forecast; operations analysis

Q30 The effective practice of management requires a synthesis of science and ?????.

- theory
- experience
- art
- decision making