



مدونة المناهج السعودية

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الموقع التعليمي لجميع المراحل الدراسية

في المملكة العربية السعودية

58. An inter-national manager need to know:

- A- How to carry out the management functions on an international scale.
- B- The economic systems, exchange rate of the countries doing business with.
- C- The political risks, legal, and cultural differences.
- D- All of the above.

59. A leader must provide:

- A- Customers goods and full assistant.
- B- Full stock to maximize profit.
- C- A direction toward which employees can work.
- D- Non of the above.

60. Some of the disadvantages of having matrix organization are:

- A- Develops employees skill, challenges team members, free top management.
- B- Lead to slower decision making and less responsiveness.
- C- High cost, time consuming, power struggles and conflicts, duplication of efforts.
- D- Responsibilities for overall performance with chief executive only.

In this section answer the following:

What are the five basic human needs " Maslow's " hierarchy?

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| Level | explaining |
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49. To know how a system is performing over a period of time you can measure:
- A- Material Productivity.
  - B- Labor Productivity.
  - C- Capital Productivity.
  - D- Any of the above.
50. When everyone knows whom he is responsible for, then we have a:
- A- No Clear situation.
  - B- Mixed responsibilities.
  - C- Vagueness.
  - D- Fixed responsibility.
51. To influence your employees to work willingly toward goal achievement you need:
- A- To get what you want by force.
  - B- To make your employees work as hard as possible.
  - C- Leadership skill.
  - D- To order your employees to make the highest profit.
52. Traditional Approach to motivation uses:
- A- Hygiene theory.
  - B- Carrot and Stick approach.
  - C- Need Theory.
  - D- All of the above.
53. A leader means:
- A- Having the power to act and Having the authority to run business with.
  - B- Having the potential to run for manager again.
  - C- Having persistent personality.
  - D- Reviewing a leadership situation, identifying and formulating actions.
54. Maslow's Need theory recognizes:
- A- Physiological and security needs.
  - B- Self – actualization needs.
  - C- A affiliation and esteem needs.
  - D- All of the above.
55. Leaders can improve their traits by taking the following steps:
- A- Increase their knowledge, and de-bias their judgment.
  - B- Be creative responsible and use their intuition.
  - C- Make sure the timing is right and not overstresses their decision to be final.
  - D- All of the above.
56. A leader's authority most commonly stems from:
- A- The position to which the person is appointed and by being dependable.
  - B- The fearful treatment he uses on his employees.
  - C- His objective to become authoritative.
  - D- All of the above.
57. Types of employment test include:
- A- Achievement tests.
  - B- A aptitude tests.
  - C- Physical tests.
  - D- (A+B).



39. The study of Structure, performance, functioning of an organizations and the behavior of its employees are known as:  
 A- Line of authority.                      B- Organization Theory.  
 C- Mass production firms.                D- Non of the above.
40. The function that includes how, when, and by whom each of the organization task takes place is called:  
 A- Policies.                                    B- Objectives.  
 C- Procedures.                                D- Strategies.
41. To bridge the gap from where one is to where one wants to be, one needs to:  
 A- Produce graduate students.            B- Do Planning.  
 C- Manufacturing goods.                D- Non of the above.
42. Operational and Strategic plans differ in terms of the:  
 A- Time period.                                B- Range of organizational activities.  
 C- Don't differ.                                D- (A+B).
43. For any organization planning is important because:  
 A- Objectives should be more concrete and tangible.  
 B- Uncertainties of the Future.  
 C- Effectiveness of the organization.  
 D- All of the above.
44. What an Organization wants to be or wants to be known for is vividly stated in its:  
 A- Mission.                                    B- Training.  
 C- Vision.                                        D- Non of the above.
45. To take an organization from certain position to a different position you need to have:  
 A- Objectives.                                B- Procedures.  
 C- Policies.                                    D- Strategies.
46. Structuring an organization around, Product, Or Customers Or Location is Known as:  
 A- Divisional departmentation.            B- Flat organization.  
 C- Horizontal organization.                D- Diagonal organization.
47. To Coordinate and integrate organization goals and activities you need to have:  
 A- Human skills.                                B- Conceptual skills.  
 C- Technical skills.                            D- Management skills.
48. The word that is completely opposite to Centralization:  
 A- Delegation.                                B- Autocracy.  
 C- Decentralization.                        D- Dictatorship.



## SECTION 2. Multiple Choice

In this section select the best answer to the following questions, then fill in the appropriate space on your answer sheet.

31. The function that deals with developing a frame of reference to identify opportunities and threats, and deals with the future is:
- A- Decision – making function.                      B- Planning.  
C- Organizing.    D- Directing.
32. Grouping similar tasks into functions and the related functions into departments is one important function of:
- A- Decision – Making function.                      B- Staffing.  
C- Planning.    D- Organizing.
33. Strategies and policies in an organization is usually prepared by:
- A- Lower – level management.                      B- Middle management.  
C- Top – level management.                         D- All answers are wrong.
34. One of the manager`s function is to:
- A- Motivate his/ her employees.  
B- Discourage his subordinates from working hard.  
C- Motivate his / her supervisors.                 D- Count the weekly production.
35. To achieve management objectives, managers pursue:
- A- Customer dissatisfaction.                        B- Efficient use of resources.  
C- Adequate return on capital.                      D- ( B + C ).
36. An organization is simply defined as:
- A- People with formally assigned roles working together to achieve stated goals.  
B- People who delegate their work to outside employees.  
C- People un-formally working to satisfy their needs.  
D- All the above.
37. A manager needs to have three basic kinds of skills:
- A- Technical, Human and Conceptual Skills.  
B- Technical, Horse-riding, and Training skills.  
C- Human, Running and Conceptual skills.  
D- D- Non of the above.
38. Superimposing of one or more forms of project structure on top of an existing one will create:
- A- Organizing divisions to promote marketing.  
B- An organization that focus on the need of its particular buyers.  
C- A territorial departmentalization each tends to be self contained.  
D- A matrix organization.



14. When a manager judges people because of his opinion about them and not because their abilities, then there is no favoritism in his judgment. ( )
15. When each executive can easily adjust the organization to change in the business situation, it means there is a flexibility and the organization follow matrix system. ( )
16. Military or line system, functional systems and hybrid design are three of five types of organizing personnel in the firm. ( )
17. There are only two classification of managerial decisions making, programmed and non-programmed, major and non-major. ( )
18. In general, there are seven types of plan of which standing plans and single-use plans are some of them. ( )
19. Lower-level management, do not supervise other managers and will not deals with very important decision in the organization. ( )
20. Ineffective communication is one of the difficulties normally experienced in decision-making. ( )
21. Line organization is the most easiest type of organization to establish and the most simplest to explain to employees. ( )
22. To ensure excellent discipline you need to use matrix system organization to produce the desired result. ( )
23. Line system organization, most of the business houses use it to ensure the separation of mental and manual function. ( )
24. Staff Organization has been found to be not successful when there are limited resources to be shared. ( )
25. Functional Organization does not demand high level of interpersonal skills. ( )
26. Most corporations make heavy use of developing financial techniques such as budgetary planning in their decision making. ( )
27. Decision making is a process of selecting the best possible alternatives and is not the end product. ( )
28. In the Carrot and Stick approach, the stick represent money and the carrot represent vacation. ( )
29. Maslow`s recognized five basic human needs which constitute a "hierarchy". ( )
30. The level of esteem needs includes sense of achievement, recognition from others, self respect and being useful. ( )

## SECTION 1. True and False

Read the following statements carefully and decide which is true and which is false, then fill in the appropriate space on your answer sheet.

1. In general, once the procedure or procedures are no longer necessary, the organization should add a new one without deleting or eliminating the old one. ( )
2. The term administration and management are not the same since administration is used for the higher executive function in government while management is used for same function but in the business world. ( )
3. Middle managers are people who are responsible to direct the activities in such a way to achieve organization goals. ( )
4. One of the important functions of a supervisor is to communicate employees problems to the higher management. ( )
5. Executives are peoples holding jobs or functions that are related to top-level management and are responsible for preparing strategic plans. ( )
6. Planning is primary concerned with the future trends and situation in which other organizations have to work. ( )
7. Forecasting is an important function of the planning process it offers many advantages such as, assess the opportunities and threats to reduce profit. ( )
8. The need for planning is usually important in many aspects such as to gain objectives and to increase organization effectiveness. ( )
9. Responsibility arises from the superior-subordinate relationship and cannot be delegated. ( )
10. The concept of acceptance authority means that power is given or pass because of the social institution of the individual manager.
11. When an organization is weak in its strategies, this means that this organization knows its desired position in the future. ( )
12. When there is a high cooperative relationship and high dual communication system among employees, this means that the organization is almost free of conflict. ( )
13. Organizing refer to the formal grouping of employees and activities to facilitate achievement of objectives. ( )