

Guiding questions on
Selected Topics In Management
Second year
Faculty of commerce- Assiut university

Choose the correct answer:

1- Autocratic style is sometimes known as:

- a) Authoritative.
- b) Participative.
- c) Free rein
- d) Consultative

2- Democratic style is sometimes known as:

- a) Authoritative.
- b) Participative.
- c) Free rein
- d) Consultative

3 - Laissez- faire style is sometimes known as:

- a) Authoritative.
- b) Participative.
- c) Free rein
- d) Consultative

**4- managers will decide upon their objectives and
take action to achieve them.**

- a) Proactive
- b) Reactive
- c) Laissez- faire
- d) Non of the above

5 -According to the situational leadership theory, the subordinates are experienced enough at the job to complete it alone atlevel

- a) Telling
- b) Selling
- c) Participating
- d) Delegating

6 -According to the situational leadership theory, the subordinates have no experience, so specific instructions are given as how to do the job at.....level

- a) Telling
- b) Selling
- c) Participating
- d) Delegating

7- is based on the ability of one person to reward another for “correct” behavior.

- a) Reward power
- b) Coercive power
- c) Legitimate power
- d) Expert power

8- is based on the ability of one person to punish another for **“incorrect”** behavior .

- a) Reward power
- b) Coercive power
- c) Legitimate power
- d) Expert power

9- is based on the belief that someone has a specific although limited subject area of knowledge which others in the group may not have.

- a) Reward power
- b) Coercive power
- c) Legitimate power
- d) Expert power

10- All of the following are training advantages for employee at workplace **except**:

- a) Increased skills
- b) Increased value of employee in the labor market
- c) Improved product quality
- d) Increased job satisfaction

11- Something nasty is taken away refers to

- a) Positive reinforcement
- b) Negative reinforcement.
- c) Punishment
- d) Non of the above

12- Receive something nice refers to

- a) Positive reinforcement
- b) Negative reinforcement.
- c) Punishment
- d) Non of the above

13- Something nasty is given refers to

- a) Positive reinforcement
- b) Negative reinforcement.
- c) Punishment
- d) Non of the above

14- Style theories of management and leadership are concerned

with.....

- a) Personality characteristics
- b) Physical characteristics
- c) Leader behavior
- d) None of the above

15- Increasing sales by 10 percent over the next three months is considered as an

- a) Aim
- b) Objective
- c) Task
- d) None of the above

16- **Managing people requires**

- a) Maximizing contribution
- b) Recognizing individual strengths and weakness
- c) Recognizing maintenance factors
- d) All of the above

17-..... is any learning activity which is aimed towards gaining knowledge and skills for the purpose of an occupation or task.

- a) Training
- b) Empowerment
- c) Delegating authority
- d) None of the above

18- **Which of the following is not considered as a maintenance factor :**

- a) Encouraging
- b) Compromising
- c) Standard setting
- d) Empowerment

19- . **Information flow throughout the organization between departments and across boundaries take place at**

- a) Lateral communications
- b) Vertical communications
- c) Horizontal communications
- d) None of the above

20-Internal communications flow down the organizational pyramid refers to

- a) Lateral communications
- b) Vertical communications
- c) Horizontal communications
- d) None of the above

21- All of the following are examples of written communications except.....

- a) Memoranda
- b) Reports
- c) Interviews
- d) letters

22- All of the following are examples of oral communications except.....

- a) Conferences
- b) Reports
- c) Interviews
- d) Telephone calls

23- Group can be formed without management support and they tend to evolve naturally :

- a) Formal groups
- b) Informal groups
- c) Work team
- d) Committees

24- One of the following is not considered a way of improving profit:

- a) Increase selling prices.
- b) Decrease sales volume.
- c) Decrease direct costs (labor and material).
- d) Decrease overhead costs.

25- The cost of water consumption cost is considered as :

- a) Total costs
- b) Direct costs
- c) Overhead costs
- d) None of the above