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BUS105  
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NOUN PQ

1. In the process of planning in an organization \_\_\_\_\_ is being made.

taxation

--->> decision

employment

production

2. Those that practice management by carrying out the functions of management are called \_\_\_\_\_

--->> managers

share holders

stock brokers

all of the above

3. \_\_\_\_\_ involve cooperating with one another as a team by creating an environment when people feel secured and free to express their opinions.

--->> Human Skills

Technical skill

Managerial skill

Conceptual Skill

4. \_\_\_\_\_ is the ability to solve problems in ways that will benefit the organization.

Active Skill

--->> Design skill

Managerial skill

Conceptual Skill

5. Linked to \_\_\_\_\_ is the productivity objective.

taxation objective

--->> profit objective

marketing objective

technology objective

6. Increasing productivity lowers \_\_\_\_\_ of the product.

--->> unit cost

average cost

total cost

all of the above

7. A business organization must have an objective showing its nature, that is its \_\_\_\_\_

vision statement

--->> mission statement

statement of objectives

philosophy

8. The features or characteristics of a good objective includes \_\_\_\_\_

It must be specific

Realistic

--->> Measurable

A, B and C

9. \_\_\_\_\_ is defined as the design of a desired future and of effective and efficient way of bringing it about.

Management

Administration

--->> Planning

Economics

10. \_\_\_\_\_ is aimed at calculating or predicting what is likely going to happen in the future.

Statistic

--->> Forecasting

Logistic

none of the above

One disadvantage of a tall shaped structure is that superior tends to get too involved in the \_\_\_\_\_ of the subordinates.

Work

In staffing, \_\_\_\_\_ has a different meaning from our every day use of the word.

Recruitment

Line of authority is another criteria or rule to be observed in the process of drawing up a \_\_\_\_\_

a.  
Chart

\_\_\_\_\_, generally, means the shifting of an employee to a new position in which his status, salaries and responsibilities are increased.

Promotion

\_\_\_\_\_ is used interchangeably with selection.

Interview

The organizational charts indicate the formal organizational relationships among \_\_\_\_\_.

Executives

Job specification, as the name implies, is to specify what manner of a \_\_\_\_\_ or woman that can reasonably perform the task that has been analyzed and described.

Man

The corporate objectives of the \_\_\_\_\_ are also determined by the board, which also provides the guidelines for each department to set its objectives.

Organization

It is the responsibility of the Managing \_\_\_\_\_ to issue out the necessary directives that will set the organization to work.

Director

Job analysis means the breaking down of the main content of a \_\_\_\_\_.

Job

