BUS 105

Question QFB1 : The persons in a formal _____ must be able to communicate with one another through the appropriate channels which have been created. Answer: Organisation

Question QFB2 : The employees in a formal _____ must share a purpose Answer: Organisation

Question QFB3 : The workers in a formal _____ on the receipt of necessary directive from their manager must be willing to act Answer: Organisation

Question QFB4 : The informal organization is a network of personal and social relations not established or required by the _____ organization but arising spontaneously as people associate or come together. Answer: Formal

Question QFB5 : The form of punishment that the informal group members can give to an erring _____ is to ostracize him Answer: Member

Question QFB6 : Production is to add _____ to goods or services Answer: Utility

Question QFB7 : Selling necessitates finding customers/clients who will agree to accept the product or service at a _____ Answer: Price

Question QFB8 : Financing involves raising funds, safeguarding the funds against waste and expending the _____ in a manner that will maximize the objectives of the organization. Answer: Fund

Question QFB9 : Each _____ tend to operate along its own area of specialization. Answer: Department

Question QFB10 : An organization is supposed to operate as a _____, to the extent that what affects a part will automatically have effect on other parts. Answer: Unit

Question QFB11 : Profit making is placed at a lower level that is, the respective _____ in the field are charged with the responsibility of making profit for the organization. Answer: Managers

Question QFB12 : Product departmentation is the identification of necessary activities for the production and sales of _____ Answer: Product

Question QFB13 : Responsibility for profit making is again placed at a lower level, just as the case in respect of _____ form of departmentation. Answer: Geographic

Question QFB14 : But responsibility cannot be given without the commensurate _____. Answer: Authority

Question QFB15 : Consequently, anything that will permit reasonable growth and diversity of products and/or services should be undertaken by the _____Answer: Manager

Question QFB16 : Educational institutions offer regular and extension courses to serve different _____ of customers. Answer: Groups

Question QFB17 : Banks also have departments that address the special needs of _____ such as savings, current, agriculture, housing, among others. Answer: Customers

Question QFB18 : _____ departmentation develops some level of expertise on the organization members of staff. Answer: Customer

Question QFB19 : Sometimes, it may be difficult to clearly define _____ groups so as to know the special services that they need. Answer: Customer

Question QFB20 : Line relationship implies the _____ to take action and make decisions. Answer: Authority

Question QFB21 : The line indicating the relationship in an _____ chart is usually a straight one that is not broken. Answer: Organisation

Question QFB22 : One major advantage of line relationship is the clarity it gives to the _____ Answer: Manager

Question QFB23 : Another advantage of Line relationship is that it makes the _____ to know who the subordinates are that will report directly to him. Answer: Manager

Question QFB24 : Line authority also enables the Â_____ to appreciate and recognize their boss. Answer: Subordinates

Question QFB25 : Staff manger may recommend necessary desirable changes in line with the changes in the _____ environment of the organization, etc. Answer: External

Question QFB26 : The assignment of _____ with the corresponding authority is usually made to the manager and the subordinates that report to him. Answer: Responsibility

Question QFB27 : Imperative of functional authority makes the _____ to exercise his authority by employing his expertise on matters relating to his training. Answer: Manager

Question QFB28 : Imperative of functional authority also makes everyone on the _____ to know who is to do what at every point in time. Answer: Organization

Question QFB29 : The role of the staff _____ is simply to advice. Answer: Manager

Question QFB30 : When a plan fails, the line manager will like to blame the _____ manager for providing a poor plan. Answer: Staff

Question QFB31 : The staff manager can on his own side would return the blame on the line _____ for not acting correctly accordingly to guidelines provided in the advice. Answer: Manager

Question QFB32 : _____ is simply the manner of doing something to get a desired output. Answer: Technology

Question QFB33 : As a result of changes in _____, the work of the line managers may become simplified. Answer: Technology

Question QFB34 : When the line _____ is doing so many activities, it was difficult to monitor, check and control his activities. Answer: Manager

Question QFB35 : Many staff managers, once employed, are associated with bringing changes and _____ Answer: Innovations

Question MCQ1 : A realistic assessment needs to be made concerning the _____strengths and weaknesses. Answer: Organization

Question MCQ2 : For the Nigerian environment which is erratic and turbulent, short term objective is usually less than _____ year. Answer: One

Question MCQ3 : In respect of the Nigerian environment, the middle term objective is usually lesser than _____ years. Answer: Five

Question MCQ4 : The middle term and long term objectives are usually formulated through corporate objectives and _____ statements. Answer: Mission

Question MCQ5 : A business organization must have a/an _____ showing its nature, that is its mission statement. Answer: Objective

Question MCQ6 : Management should not only think of the immediate needs of the _____ but also their future needs as well. Answer: Customers

Question MCQ7 : Every _____ wishes to survive, to be able to survive demands the provision of goods and/or services which the customers need. Answer: Organization

Question MCQ8 : A business organization grows or dies especially in a competitive _____. Answer: Environment

Question MCQ9 : _____is a quantity shift from one point positively to another point. Answer: Growth

Question MCQ10 : The very survival of an _____ dictates that a certain minimum profit has to be made. Answer: Organization

Question MCQ11 : Profit is important also because it measures the performance of _____ in a business organization. Answer: Management

Question MCQ12 : For a manager to perform well and be seen to be performing creditably, he needs some _____ which must be brought to bear in his functions. Answer: Skills

Question MCQ13 : Increasing productivity lowers unit cost of the _____. Answer: Product

Question MCQ14 : Technical skills form the knowledge of and proficiency in activities involving methods, procedures and _____. Answer: Processes

Question MCQ15 : Human skills are the ability to _____ with people. Answer: Work

Question MCQ16 : _____ skill is the ability to see the big picture of the end in view (objective) of where you are going. Answer: Conceptual

Question MCQ17 : _____is a management function that reduces areas of uncertainty that surround management decision. Answer: Forecasting

Question MCQ18 : _____ is aimed at calculating or predicting what is likely going to happen in the future. Answer: Forecasting

Question MCQ19 : _____ attempts to bring necessary actions and fit them together to something we want to make sense of before it happens. Answer: Planning

Question MCQ20 : _____ and decision making cannot take place unless there is data. Answer: Planning

Question MCQ21 : Company records are also part of the _____ which have to be processed. Answer: Data

Question MCQ22 : Outcome of _____ can also be part of the data if such outcome is relevant to the issue. Answer: Researches

Question MCQ23 : The _____ should determine the required resources needed in selecting an option. Answer: Management

Question MCQ24 : Job _____ should be developed spelling out the necessary activities to be done, who is to do them, how they are going to be done and at what time. Answer: Plan

Question MCQ25 : While _____, there must be control and feedback. Answer: Implementing

Question MCQ26 : The effectiveness of _____ depends on the quality of data gathered and the assumptions made from them. Answer: Planning

Question MCQ27 : _____ is expensive as it involves considerable amount of time and money Answer: Planning

Question MCQ28 : In business or government or even in football there are _____ Answer: People

Question MCQ29 : Every position has roles and the _____ occupying the position must play his role otherwise he has no business being there. Answer: Person

Question MCQ30 : The marketing manager through organizing, for example, knows he is to perform _____ activities such, etc. Answer: Marketing

Question MCQ31 : Organizing again makes it possible to identify who is responsible for what _____. Answer: Result

Question MCQ32 : In an organization, nothing would be done without _____. Answer: Communication

Question MCQ33 : Decision making involves communication; forecasting and planning cannot be done in the absence of _____. Answer: Communication

Question MCQ34 : In management there are two types of organizations, which are formal organization and _____ organization. Answer: Informal

Question MCQ35 : A _____ organization which is a social system has its roles deliberately created so that the objectives of the organization can be achieved. Answer: Formal

FBQ1: _____ is the arrangement and allocation of positions/tasks to employees Answer: Organising

FBQ2: Management is _____. Answer: both art and science

FBQ3: _____ is not a type of planning in an organization Answer: Developmental

FBQ4: Delegation can fail on the part of _____. Answer: Superior and subordinates

FBQ5: Network control consists of program evaluation, review technique and _____method. Answer: critical path

FBQ6: Areas where managers measure and what they measure are called_____. Answer: strategic control points

FBQ7: Purpose of organizing is not to _____staff. Answer: identify and punish erring

FBQ8: _____ involves face-to-face interaction between invited applicants and the representatives of employer Answer: Interview

FBQ9: Vacant positions identification and placement of advertisement for the jobs is an aspect of ____. Answer: recruitment

FBQ10: The task of matching tasks to staff in planning process is called _____. Answer: action programming

FBQ11: A structure based on nature of goods a firm supplies to the market is called _____.Answer: product-based

FBQ12: _____ and concurrent controls are used interchangeably Answer: Steering

FBQ13: Types of communication exclude _____ personal. Answer: extra

FBQ14: Type of organisational structure considering performance of shift work due to long hours of operation is called _____ structure. Answer: Time-based

FBQ15: Responsibility deals with giving _____ on the job. Answer: Report and account

FBQ16: _____ test is not a test in employment selection process. Answer: Attitude

FBQ17: Model of production system does not include _____ Answer: transformation

FBQ18: An organisation by comparing its performance against some metrics in other firms is involved in _____ Answer: Target management

FBQ19: Responsibility flows from _____ Answer: subordinate to superior

FBQ20: Integration and synchronisation of employees performance by managers is _____ function Answer: coordinating

FBQ21: The use of tools, procedures and techniques of a specialized field in performing management is called _____. Answer: technical

FBQ22: _____ is not a barrier to effective planning Answer: strong commitment

FBQ23: Authority flows from _____ level. Answer: top to the bottom

FBQ24: Status is a _____ of a person/group Answer: Rank and position

FBQ25: Requirements for decision making exclude _____ Answer: problem context

FBQ26: Management problems amenable to the use of statistics and operation research exclude _____ problems. Answer: shipping

FBQ27: Financial budgets include _____ budget. Answer: Cash and capital

FBQ28: Budgeting deals with _____. Answer: Costs and expenditure

FBQ29: _____ is the process of determining relationship among people, positions and machines in order to attain specified objectives Answer: Organising

FBQ30: Every Top Management must possess more of one of the following skills â€¦.. Answer: Conceptual skill

FBQ31: Basically, there areâ€¦.. levels of management. Answer: 3

FBQ32: _____ is the process of integrating organisational activities. Answer: Coordinating

FBQ33: Professionalism in Management requires a body of _____ Answer: Codified Knowledge

FBQ34: Technical skill is most important at _____ level of management Answer: Lower level

FBQ35: The foremost regulatory body for the practice of Management in Nigeria is_____ Answer: Nigerian Institute of Management

FBQ36: _____ is the group of managers responsible for the general goal and plans of organisation to specific objectives/activities Answer: Tactical Managers

FBQ37: The right of a superior to issue direction to the subordinate and secure commensurate compliance is _____ Answer: Formal Authority

FBQ38: The skill most important to all managers irrespective of management level is Answer: Human Skill

FBQ39: The decision in advance on what to do, how to do it and who does what isâ€¦. Answer: Organizing

FBQ40: _____ is the planning need that specifies what is to be achieved for measuring performance. Answer: Performance standard

FBQ41: ____ is the planning need that tells everyone in the organization/department what the company hope to achieve and expected contribution from members. Answer: Direction

FBQ42: _____ level of Managers are the link between management and non-management. Answer: HR Managers

FBQ43: _____ is the type of plan with a statement of expected results expressed in numerical terms Answer: Procedure

FBQ44: The barrier to effective planning where old method/procedure is so entrenched that they could inhibit innovation is _____ Answer: Human error

FBQ45: _____ is a form of grouping in organisation structure used by highly technical and diversified organisations. Answer: Matrix

FBQ46: _____ shows the functions and department in an organisation as well as how they relate at a glance. Answer: Organisation Chart

FBQ47: ____ is the approach to organisation that says there is no best method to design an organisation. Answer: Contingency

FBQ48: ____ is the process by which Managers evaluate alternatives and make a choice. Answer: Decision Making

FBQ49: _____ is the type of decision that managers take daily in the performance of their jobs. Answer: Programmed decision

FBQ50: The effective practice of management requires a synthesis of science andâ€¦ Answer: Art

MCQ1: _____ is not a part of organisation structure. Answer: Organising

MCQ2: _____ involves classifying of all applications received into very qualified, qualified and not qualified. Answer: Screening

MCQ3: Test and interview are under _____ sorting. Answer: Selection

MCQ4: After setting performance level to be achieved in a specific future period, a set of activities to be executed in realizing the performance is called _____ Answer: Strategy

MCQ5: Planning decisions taken by top management is cover at 5 years is called _____ plan. Answer: Corporate strategic and long-term

MCQ6: _____ structure involves group staff according to their areas of specialization. Answer: Functional

MCQ7: By inspecting activities going on during production when materials have been poured into production machine, a manager is involved in _____ control. Answer: Feed forward

MCQ8: Coordination deals with _____ of organisational activities. Answer: Integration and harmonization

MCQ9: Lack of need attainment of employees results in _____ Answer: High labour turnover

MCQ10: _____ is not a type of organisation chart. Answer: Diagonal

MCQ11: Job analysis determines _____ required to perform a job. Answer: Skill and duties

MCQ12: Marketing activities in a manufacturing organisation exclude Answer: Process

MCQ13: Functions in production unit of a manufacturing firm include _____ Answer: All of the options

MCQ14: _____occur where a superior concentrate on more difficult special jobs and allows subordinates to treat less difficult ones. Answer: MBE

MCQ15: Application of technical skill is more dominant at the _____ level of management Answer: Supervisory

MCQ16: Activities the support successful implementation of plan include _____. Answer: All of the options

MCQ17: Structure is not a major method of structuring an organisation. Answer: None of the options

MCQ18: _____ is not a merit of delegation of authority.Answer: It increases labour turnover

MCQ19: Decentralisation is similar to _____. Answer: Delegation

MCQ20: _____ is not a limitation to informal organisation. Answer: Negative information

MCQ21: The first stage in decision-making process is _____. Answer: Identification of problem

MCQ22: _____ is not a condition under which decisions are made. Answer: Change

MCQ23: _____ is not a type of control. Answer: Consecutive

MCQ24: Organisation structure implies _____ Answer: group of staff performing similar functions

MCQ25: Recruitment means _____ Answer: Collecting application from candidates

MCQ26: _____ a form of orientation for new staff. Answer: Induction

MCQ27: Statement of future performance level and actions to be implemented to accomplish it is __ answer: Strategy

MCQ28: Plan decided at middle management level of an organisation is called _____ plan Answer: Tactical

MCQ29: _____ refers to decentralization in organisation structure except. Answer: A few staff have very strong power over others

MCQ30: When a production manager inspects work done after stopping production machine, he is carrying out _____ control Answer: Feedback

MCQ31: Synchronisation and harmonization of organisational tasks is called_____. Answer: Coordination

MCQ32: Organic functions of business firm exclude _____ Answer: Quality control

MCQ33: Staff discipline in human resources management is a _____. Answer: Corrective measure

MCQ34: Advertising, personal selling and public relations are elements of _____. Answer: Promotion

MCQ35: Strategic management includes _____. Answer: All of the options

MCQ36: Forms of organisation include _____. Answer: All of the options

MCQ37: _____ is not a type of authority. Answer: Line and staff

MCQ38: Directors, general managers and managing directors use _____ skill most in their organisation. Answer: Conceptual

MCQ39: Directing, communicating and motivation are grouped under _____ management function. Answer: Leading

MCQ40: An organisation takes inputs from the environment transforms them to output and sell them to the environment makes the organisation _____ system Answer: Social

MCQ41: Organisational chart shows _____. Answer: All of the options

MCQ42: I can do it myself; inability to coach and supervise is a barrier to delegation on the part of _____. Answer: Superior

MCQ43: Decisions that managersâ€™ use daily or regularly is _____ decision. Answer: Programmed

MCQ44: The last stage in decision-making process is _____.Answer: Evaluating decision taken

MCQ45: Purpose of control is not to _____. Answer: Maximize cost

MCQ46: _____ is not a financial analysis control technique. Answer: Quality control

MCQ47: _____ is a limitation to control system. Answer: All of the options

MCQ48: Organizing consists of all but one of the following Answer: None of the Options

MCQ49: Staffing process includes _____. Answer: All of the options

MCQ50: _____ is taking the new staff to section or unit in which they will work .Answer: Placement