

TEST

## Chapter 2 Functions Of Management

### QUESTIONS

SECTIONS

1. Section A - 20 Questions

#### Section 1 : Section A - 20 Questions

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1 The Functions of management start with \_\_\_\_\_ Functions

- Organizing
- Planning
- Co-ordinating

Correct: +1

2 Planning is \_\_\_\_\_.

- Advanced Function
- Basic Function
- End Function

Correct: +1

3 Planning is a \_\_\_\_\_ function of management

- Primary
- Secondary
- last

Correct: +1

4 The Functions of management end with \_\_\_\_\_.

- Directing
- staffing
- controlling

Correct: +1

5 \_\_\_\_\_ sets out standards for controlling

- Staffing
- planning

co-ordinating

Correct: +1

6 Organizing function is important for execution of the plans which have been prepared by \_\_\_\_\_ management.

Top level

Middle level

Lower level

Correct: +1

7 Staffing is concerned with \_\_\_\_\_.

Physical factor

financial factor

human factor

Correct: +1

8 \_\_\_\_\_ is the function which supports to activate the plans with the help of employees

Staffing

Directing

Co-ordinating

Correct: +1

9 Directing is initiated \_\_\_\_\_ level

Top

Middle

Lower

Correct: +1

10 Co-ordination also helps to minimize the \_\_\_\_\_ of resources

Use

wastage

expense

Correct: +1

11 \_\_\_\_\_ arranges the work in such a way that minimum conflicts are raised

Co-ordinating

Organizing

Controlling

Correct: +1

12 One of the functions of management is considered as a base for all functions

- Planning
- organizing
- Directing

Correct: +1

13 A function where right people are given right job

- Directing
- Staffing
- Controlling

Correct: +1

14 A Process where managers instruct, guide, and communicate with employees

- Directing
- Staffing
- Planning

Correct: +1

15 A function directly related to human beings

- Co-ordinating
- Staffing
- Planning

Correct: +1

16 An end functions where the performance is evaluated in accordance with plan

- Co-ordinating
- Organizing
- Controlling

Correct: +1

17 Choose The correct Pair - Planning

- Management is what manager does
- Deciding in advance what to do, how to do, when to do and who is to do it
- It is the process of instructing, guiding, communicating and motivating.

Correct: +1

18 Choose The correct Pair - Staffing

- It is the process of instructing, guiding, communicating and motivating
- It is the process of recruiting, selecting placing and remunerating
- Deciding in advance what to do, how to do, when to do and who is to do it

Correct: +1

**19** Choose The correct Pair - Co-ordinating

- It is an integration and synchronization of the efforts of group
- It is the process of recruiting, selecting placing and remunerating
- To focus on the role of manager

Correct: +1

**20** Choose The correct Pair - Directing

- It is the process of recruiting, selecting placing and remunerating.
- To focus on the role of manager
- It is the process of instructing, guiding, communicating and motivating

Correct: +1

TEST

## Chapter 2 Functions Of Management

### ANSWERS

SECTIONS

1. Section A - 20 Questions

#### Section 1 : Section A - 20 Questions

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- 1 Planning
- 2 Basic Function
- 3 Primary
- 4 controlling
- 5 planning
- 6 Top level
- 7 human factor
- 8 Directing
- 9 Top
- 10 wastage
- 11 Co-ordinating
- 12 Planning
- 13 Staffing
- 14 Directing
- 15 Staffing
- 16 Controlling
- 17 Deciding in advance what to do, how to do, when to do and who is to do it
- 18 It is the process of recruiting, selecting placing and remunerating
- 19 It is an integration and synchronization of the efforts of group
- 20 It is the process of instructing, guiding, communicating and motivating