

زمان آزمون (دقیقه): نستی: ۶۰ تشریحی: ۰

تعداد سوالات: نستی: ۲۰ تشریحی: ۰

عنوان درس: زبان تخصصی ۲، زبان تخصصی ۳، زبان تخصصی مدیریت صنعتی

رشته تحصیلی/کد درس: مدیریت دولتی ۱۲۱۲۰۲۴ - مدیریت صنعتی ۱۲۱۲۰۳۵ - مدیریت صنعتی ۱۲۱۲۰۳۷ - مدیریت دولتی ۱۲۳۴۰۳۲

1-The members of the committee should have-----ability for the administration.

1. authoritative 2. excutive 3. administrative 4. public

2-The term occupation refers to one's usual or principal work or business 'especially as a means of earning a living.

1. business 2. party 3. employment 4. manager

3-The process of -----administration consists of the actions involved in effecting the intent or desire of a government.

1. public 2. educational 3. governmental 4. social

4-A lack of-----among them concerning political economy produces a corresponding lack of agreement on the development of public administration.

1. authority 2. coporation 3. rationality 4. consensus

5-A type of management associated with taking excecutive responsibility for a particular functional area- production ,marketing ,design ,quality,control ,etc. within an organization is called-----.

1. hierarchy 2. line functions 3. public sector 4. planning

6-They held a meeting to discuss the substantive matters.

1. actual 2. run 3. implement 4. special

7-.....is one of distinguishing characteristics of any manager.

1. sector 2. enforce 3. rationality 4. corporate

8-Public and Private administration exhibit two areas of comparison and conflict : substantive and-----.

1. procedural 2. means 3. decision making 4. authority

9-He advocates a policy of gradual reform.

1. support 2. make 3. expertise 4. revenue

10-A person who makes the plans for a business or piece of work and helps to start it up is called-----.

1. consumer 2. department 3. expertise 4. entrepreneur

11-The-----includes all debit and credit notes, together with payments and discounts, and any other information about the financial transactions of the firm.

1. market place 2. investment 3. ledger 4. fiscal

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12-A group of people controlling a company or some other organization, committee ,council etc,is called-----.

1. board 2. advisory 3. answerable 4. master

13-The manager who is in charge of company employees whose work is in the marketplace outside of the company office and who are thus said to work in the field is called-----.

1. commission 2. chairperson 3. field manager 4. command

14-According to the principle of-----a subordinate should have only one superior to whom he or she is directly responsible.

1. span of control 2. chain of command
3. field manager 4. unity of command

15-The boss treats his -----well, but expects them to work hard.

1. subordinates 2. boards 3. constructions 4. managers

16-The city council is presided over by the mayor .

1. اداره کردن 2. ادامه دادن 3. تحقق بخشیدن 4. ترقی دادن

17-He hired 10 men to carry the bags.

1. نظارت کردن 2. اظهار کردن 3. استخدام کردن 4. اخراج کردن

18-The employees are considering ways to increase the productivity .

1. سوددهی 2. جهت گیری 3. امور رفاهی 4. بهره وری

19-Most of the administrators of our university are busy all the time.

1. مدیران 2. کارفرمایان 3. مشتریان 4. تجار

20-You need a professional to sort out your finances .

1. متخصص 2. سرپرست 3. زیردست 4. دفتردار