

پیامبر اعظم(ص): آنکه در جست و جوی دانش بیرون رود، در راه خداست تا آنگاه که باز گردد..

CHOOSE THE BEST ANSWER AND THEN MARK IT ON YOUR ANSWER SHEET.

VOCABULARY

I bought the most authoritative book on budgeting.

- a. reliable
- b. bureaucratic
- c. professional
- d. extensive

2. This situation can be influenced by a multiplicity of different factors.

- a. variety
- b. addition
- c. division
- d. proportion

3. The new manager allocated each of us our task.

- a. proceeded
- b. assigned
- c. developed
- d. profited

4. The United States are far from united on matters of politics and economics.

- a. the way in which money influences within an area of business or society
- b. the study of how a society organizes its money, trade and industry
- c. maneuvering for power or advantage with a group or organization
- d. systems with grades or status from the lowest to the highest

5. The government's influence expanded, as did the skills and knowledge of the administrators of the public sector.

- a. person having the power to explore
- b. function of preparing a series of events
- c. money shared by all the members of a group
- d. institution that is funded with money from the public treasury

6. The report concluded that no substantive changes were necessary.

- a. fast
- b. rational
- c. serious
- d. unreal

7. Many experts advocate a policy of gradual reform.

- | | |
|-------------|---------------|
| a. provides | b. recommends |
| c. blurs | d. discards |

8. This country needs investment in education.

- | | |
|----------------|--------------|
| a. spending | b. inflation |
| c. institution | d. system |

9. I should like to apply for the position of Sales Director.

- | | |
|--------------|--------------|
| a. promotion | b. post |
| c. demand | d. rejection |

10. The job had to be delegated to an assistant.

- | | |
|--------------|---------------|
| a. committed | b. entrusted |
| c. refused | d. authorized |

11. I was impressed by the efficiency with which she handled the crisis.

- | | |
|---------------|------------|
| a. controlled | b. assumed |
| c. tended | d. damaged |

FILL IN THE BLANKS

12. A term coined by the German Socialist, Max Weber, to describe a form of organization which, has clearly defined hierarchical structure, high level of specialization, highly defined roles, responsibilities and tasks, extensive reliance on rules and regulations. This term is called-----.

- | | |
|----------------|--------------|
| a. socialism | b. democracy |
| c. bureaucracy | d. communism |

13. The ----- of the heart is to pump blood through the body.

- | | |
|-------------|-----------------|
| a. function | b. authority |
| c. business | d. organization |

14. Bureaucratic management is a style of management based on the ----- of bureaucracy.

- a. principles
- b. secrets
- c. promotions
- d. executions

15. The president decided to increase public ----- of the problem which affected the people in general.

- a. reward
- b. scholar
- c. unsatisfactory
- d. awareness

16. The ----- of Japan over the second half of this century has been very good. The affairs of the country have been directed and controlled very well.

- a. problem
- b. minority
- c. nuance
- d. administration

17. ----- may be defined as the state of being answerable, liable, or responsible.

- a. Justice
- b. Logic
- c. Consensus
- d. Accountability

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

- a. produces
- b. produced
- c. productivity
- d. productively

19. She is facing a problem with the ----- of the new system.

- a. rationality
- b. implementation
- c. reasonableness
- d. logicity

20. ----- provides the basis for the classical structure of many organizations.

- a. Enforcement
- b. Conflict
- c. Hierarchy
- d. Politics

21. There is broad ----- of opinion in the country on this issue.

- A. cooperation
- b. productivity
- c. consensus
- d. achievement

22. Companies must be able to compete in the -----.

- a. marketplace b. political stability c. result d. end

23. In the United States civil service, ----- is a system or practice in which persons are hired and promoted on the basis of ability rather than patronage.

- a. merit system b. personnel system
c. interest rate d. control spam

24. It is their duty to serve the community, not to it.

- a. inflate b. destroy c. expand d. promote

25. In practice, several ----- are often maintained: a general ledger and a variety of other ledgers.

- a. companies b. pyramids c. ledgers d. firms

26. This sort of work ----- great patience.

- a. refers b. demands c. benefits d. resolves

27. -----refers to the elevation of an individual to a position of greater authority, responsibility or importance within a company.

- a. Promotion b. Transaction
c. Socialization d. Entrepreneurship

28. "Group of people authorized to carry out a task; type of governmental regulatory body" is a definition of -----.

- a. flexibility b. commission c. forefront d. enrolment

29. 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-----.

- a. leader b. chairwoman c. field manager d. scholar

30. In the past, public administrative theory in the United States held that administration and politics should be almost ----- from one another. But today public administrators have a role in all phases of public policy making.

- a. produced b. separate c. frequented d. exhibited