

پیامبر اعظم (ص): روزه سپر آتش جهنم است.

**Directions: Choose the best choice**

1-All of us are satisfied with him because he is an excellent..... .

- a. administration      b. administrative      c. administrator      d. administratively

2-They do not do much **business** with foreign companies. "Business" should mean..... .

- a. commerce      b. bureaucracy      c. affairs      d. variance

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

- a. decision      b. regulation      c. cooperation      d. occupation

4-The members of the committee should have executive ability to take **responsibility**.

"Responsibility" should mean..... .

- a. policy      b. task      c. exercise      d. method

5- Public administration is closely associated with private groups and **individuals**. "Individuals" should mean..... .

- a. benefits      b. skills      c. persons      d. works

6-The two managers have reached a(n).....on their common benefits.

- a. commander      b. authority      c. accountability      d. consensus

7- The boss **allocated** responsibilities to each us. "Allocate" should mean..... .

- a. assign      b. produce      c. include      d. follow

8-The private organization suffers **constraints**, but these hinge on its need to make a profit.

"Constraints" should mean..... .

- a. differences      b. towards      c. limitations      d. operations

9- The **purpose** of college education is to seek learning about the values of life. "Purpose" should mean..... .

- a. degree      b. aim      c. way      d. area

منبع: --

مجاز است.

استفاده از: --

کد سری سؤال: یک (۱)

10- The industrial sector of a country includes all the manufacturing industries of the country.

"Sector" should mean..... .

- a. matter                      b. part                      c. agency                      d. grade

11- Some of works are dangerous and demand great caution. "Demand" should mean..... .

- a. suggest                      b. collect                      c. refer                      d. need

12-The revenue of government that was received from taxes rose by 50%.

- a. income                      b. rank                      c. gift                      d. department

13- A book in which a business firm, a bank, etc records its financial accounts is called .....

- a. ledger                      b. market                      c. interest                      d. payment

14-What .....does your sister hold in the company? She is a member of board of directors.

- a. salary                      b. religion                      c. position                      d. council

15-He got .....very soon because of hard work and sense of responsibility.

- a. assumed                      b. achieved                      c. advocated                      d. promoted

16- The manager who is in charge of company employees whose work is in the market place outside of the company office is called..... .

- a. chain of command                      b. leader ship  
c field manager                      d. chairperson

17-The boss must employ an engineer to oversee the project. "Oversee" should mean..... .

- a. carry out                      b. delegate                      c. watch over                      d. enforce

18- The manager treats his ..... well, but expects them to work hard.

- a. branches                      b. subordinates                      c. citizens                      d. applicants

19- The session yesterday was.....over by the president. He managed it very well.

- a. presided                      b. shared                      c. prescribed                      d. revealed

20-The private sector must turn to the public sector's courts and police power to .....the contracts.

- a. exhibit                      b. enforce                      c. tend                      d. assume

بخش دوم" با توجه به جمله مناسب ترین معادل فارسی کلمات یا عباراتی را که زیر آنها خط کشیده شده است، انتخاب نمائید:

21- One can find a wide variety of **definitions** of public administration.

الف. روابط ب. اقلام ج. مراتب د. تعاریف

22-Some have argued that there is no field or discipline of public administration **per se**.

الف. انتفاعی ب. دوره ای ج. حرفه ای د. به تنهایی

23-**Running** a hospital or a factory presents similar problems.

الف. دویدن در طول ب. اداره کردن ج. فروختن د. رها کردن

24-Justic and the **implementation** of Justice are other illustrations of ends and means.

الف. خط مشی ب. شیوه ج. اجرا د. مشارکت

25- **Consumers** are encouraged to complain about faulty goods.

الف. مصرف کنندگان ب. سهامداران ج. موافقان د. شهروندان

26-In conditions of **inflation**, there is a rise in unemployment.

الف. بیکاری ب. تورم ج. مخارج د. انعکاس

27-The private sector emphasizes **fiscal** control.

الف. خارجی ب. تخصصی ج. داخلی د. مالی

28-One or more levels of **hierarchy** tend to emerge in any sizeable organization.

الف. سلسله مراتب ب. موسسه تجاری ج. به طور مشترک د. مدل گروهی

29-A third concept that is linked to a **pyramidal structure**, is span of control.

الف. عملکرد فردی ب. ساختار هرمی ج. ساختار اداری د. عملکرد کلی

30- Public administration contains three distinct **approaches**.

الف. رویکرد ب. اثربخشی ج. بهره‌وری د. هماهنگی