

امام خمینی^(ره): این محرم و صفر است که اسلام را زنده نگه داشته است.

Choose the best answer and then mark it on your answer sheet.

1-Some research has suggested that the most successful managers are the ----- who are able to vary their style to suit different situations, groups of employees, etc.

- a. managers b. policies c. organizations d. hierarchies

2- The remoteness of markets in the public sector makes it difficult to assess the worth and ----- of public administrative operations.

- a. delegation b. efficiency c. commission d. boss

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

- a. Implementation b. Consensus c. Authority d. Accountability

4-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. field manager b. chairwoman c. leader d. staff department

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

- a. productivity b. production c. hierarchy d. politics

6- The job had to be **delegated** to an assistant.

- a. graded b. commanded c. entrusted d. authorized

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

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

8-He has set up in ----- as a bookseller.

- a. correction b. responsibilities c. practitioner d. business

9-The term refers ----- refers to the ability to influence a group toward the achievement of goals.

- a. Personnel b. leadership c. practitioner d. hierarchy

10-His readiness and practical ability to move from one ----- to another is surprising. He has got very different jobs in a relatively short time.

- a. personnel b. organization c. occupation d. efficiency

11-He is ----- to the company for the use of this equipment.

- a. advisory b. subordinate c. accountable d. answerable

12-The actions of public ----- have the force of law and power of the government behind them.

- a. revenues b. administrators c. conflicts d. echelons

13-The ----- is the structure of decision-making responsibilities from the higher levels of authority to the lower levels.

- a. chain of command b. apex
c. leadership d. chairperson

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

- a. delegate b. leaders c. subordinates d. commanders

15-A(n) ----- director is a member of the board of directors of a firm who is employed full-time and takes executive, responsibility for some function within the business.

- a. authoritative b. executive c. bureaucratic d. public

16-Local ----- interests him, but not national or international politics.

- a. politics b. manner c. opinion d. position

17-The police are there to ----- the law.

- a. produce b. allocate c. corporate d. enforce

18-He ----- his sister of her share of the land.

- a. served b. defrauded c. managed d. administered

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

- a. exhibit b. defraud c. spawn d. enforce

20-On the basis of -----, a junior manager is accountable to a senior manager for the completion of an organizational program by a particular date and within budget guidelines.

- a. accountability b. politics c. hierarchy d. productivity

21-Public administrators are engaged in the formulation and implementation of policies that ----- resources, values, and status in a way that is binding upon the society as a whole.

- a. tend b. oversee c. assume d. allocate

22-In the -----, salaries and benefits are awarded according to the position held.

- a. Community b. Inflation c. Civil Service d. Expertise

23-What ----- does he hold in the company?

- a. promotion b. position c. demand d. inflation

24-We were amazed at his ----- on planning.

- a. expertise b. maintenance c. position d. importance

25-They praised him for his ----- acts.

- a. demanding b. individual c. civil d. meritorious

I. Cloze Test

So pervasive is this pyramidal concept that it can even be seen in the operations of organized crime.

In his-----26-----, *Theft of the Nation*, sociologist Donald Cressey points out that each of the 24 or more Mafia "families" in the United States is under the -----27-----of a boss, or capo. The capo and his immediate aides oversee a group of *caporegime*, or -----28----- managers, who act as chiefs of the families, operating units. These field managers, all of -----29----- are supposed to be of equal status, supervise a varied number -----30---- subordinates. Frequently, these subunits spawn further subunits, comprising five or so "button men" under a section head.

- 26- a. status b. bag c. concept d. book

- 27- a. command b. act c. unity d. chief

- 28- a. opinion b. field c. manner d. loss

- 29- a. where b. when c. whom d. what

- 30- a. in b. of c. with d. at