



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

رشته تحصیلی/کد درس: مدیریت دولتی ۱۲۱۲۰۲۴ - ، مدیریت صنعتی ۱۲۱۲۰۳۵ - ، مدیریت صنعتی (چندبخشی) ۱۲۱۲۰۳۷ - ، مدیریت دولتی (چندبخشی) ۱۲۳۴۰۳۲

1- We may think that definitions of public administration are mind- paralyzing. The word " Mind- paralyzing" means .....

1. خیال پردازی 2. تقویت حافظه 3. فلج کننده فکر 4. جنون فکری

2- The private organization suffers constraints but these usually hinge on its need to make a profit. The word " Constraint" means .....

1. صدمه 2. مزیت 3. ارزش 4. محدودیت

3- Company policy is recorded to provide .....for decision- making.

1. affairs 2. members 3. guidelines 4. jobs

4- They do not do much business with foreign companies . The word " Business" means .....

1. employment 2. pursuit 3. commerce 4. approach

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

1. desire 2. welfare 3. difference 4. structure

6- Public administration as a field is mainly concerned with the means for .....political values.

1. disputing 2. initiating 3. linking 4. implementing

7- He allocated each of us our task. The word " Allocate " means .....

1. employ 2. allot 3. account 4. produce

8- .....refers to an orderly arrangement of positions in an organization on the basis of increasing responsibility and authority as one moves towards the top.

1. planning 2. Productivity 3. Hierarchy 4. Rationality

9- .....includes defining goals , establishing strategy , and developing plans to coordinate activities.

1. Bifurcation 2. Authority 3. management 4. Planning

10- .....may be defined as the rights inherent in a managerial position to give orders and expect the orders to be obeyed.

1. Authority 2. Approach 3. Arrangement 4. Participation

11- .....issues refer to conceptual or abstract concerns such as goals , objectives , means , ends, values ,and priorities.

1. considerable 2. substantive 3. procedural 4. communicative



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12-The followings are regarded as the procedural issues except .....

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|---------------|-------------------------|
| 1. efficeincy | 2. planning             |
| 3. politics   | 4. method of evaluation |

13-She was .....of her money by a dishonest accountant.

- |              |               |          |              |
|--------------|---------------|----------|--------------|
| 1. delegated | 2. formulated | 3. fired | 4. defrauded |
|--------------|---------------|----------|--------------|

14- In conditions of inflation there is a rise in unemployment as labour becomes too costly .The word " Inflation" means .....

- |                         |                                  |
|-------------------------|----------------------------------|
| 1. the rise in prices   | 2. the control of public affairs |
| 3. the rise of services | 4. the process of losing money   |

15-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.

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|---------------------|-------------------|
| 1. personnel system | 2. civil system   |
| 3. merit system     | 4. complex system |

16-Stockbrokers and investors in private corporations demand .....for their dollars.

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|------------------------------------|--------------------------------|
| 1. Hiring and evaluation           | 2. Planning and controlling    |
| 3. Coordination and accountability | 4. efficiency and productivity |

17-principle of management stating that each subordinate should report to any one superior is called as .....

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

18-A tight .....leads to decisions being made and policies being formulated too far from the scence of action itself.

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|---------------------|---------------------|
| 1. span of control  | 2. chain of command |
| 3. unity of command | 4. leadership       |

19-She has a seat on the board of directors of a large company. The word " Board" means .....

- |           |         |            |          |
|-----------|---------|------------|----------|
| 1. master | 2. duty | 3. council | 4. unity |
|-----------|---------|------------|----------|

20-To .....means to pass on authority and responsibility to someone else in an organization.

- |           |            |            |             |
|-----------|------------|------------|-------------|
| 1. govern | 2. produce | 3. oversee | 4. delegate |
|-----------|------------|------------|-------------|