



1-The new board of directors created more jobs. 'Created' means..... .

1. prevented                      2. removed                      3. prescribed                      4. produced

2-Nobody told me where to find this job. It was sheer..... . I understood it immediately.

1. intuition                      2. institution                      3. knowledge                      4. information

3-His lecture captured the ..... of the audience.

1. imagine                      2. imagines                      3. imaginable                      4. imagination

4-Any of the important divisions or branches of a business is called..... .

1. departure                      2. department                      3. origin                      4. destination

5-The manager could detect some minor problems on the production line. 'Detect' means..... .

1. refuse                      2. reject                      3. recognize                      4. reinforce

6-We want you to ..... the everyday work of the factory.

1. organize                      2. organizes                      3. organized                      4. organization

7-It is important here to make the distinction between organizing and an organization. The former is a process, and the latter is a social group. distinction means .....

1. هزینه                      2. عرضه                      3. تمایز                      4. تقاضا

8-The managers must be sure the actions of the organization's members do in fact move the organization toward its ..... goals.

1. unclear                      2. stated                      3. unknown                      4. impossible

9-He is one of the most important ..... in acting as a business agent.

1. tasks                      2. leaders                      3. factors                      4. domains

10-The series of actions or operations that are performed to do something are called..... .

1. process                      2. profit                      3. present                      4. pressure

11-The government ..... a law about business affairs in the parliament last week.

1. administration                      2. administrative  
3. administered                      4. administratively

12-Administration covers many of the more exciting activities that take place in human society. 'Take place' means..... .

1. reserve                      2. happen                      3. return                      4. remove



13-My brother got a ..... from his bank yesterday. It was a list that showed the amounts of money he paid or received.

1. sentence      2. brochure      3. paragraph      4. statement

14-She was quite.....in the matter. She could go and no one would stop him.

1. decide      2. decides      3. decided      4. decidedly

15-Decision.....is an inherent part of management.

1. making      2. make      3. makes      4. to makes

16-.....is a necessary quality in a work environment.

1. Adapt      2. Adapts      3. Adaptable      4. Adaptability

17-This company devised a new type of transistor. 'Devised' means..... .

1. copied      2. altered      3. vanished      4. produced

18-This university runs different courses in..... .

1. manage      2. management      3. managerial      4. managerially

19-The manager can't.....the employees ability without more information.

1. evaluated      2. evaluative      3. evaluate      4. evaluation

20-A motive is a need or a driving force within a person. 'Within' means..... .

1. in      2. off      3. outside      4. without

21-There is a law in economics named, "the law of supply and demand". 'Demand' means..... .

1. تقاضا      2. عرضه      3. اقتصاد      4. قانون

22-The manager can see his managerial effectiveness via the customers' satisfaction. 'Managerial effectiveness' means..... .

1. اثرات مثبت      2. مدیریت خوب      3. مدیران ارشد      4. اثربخشی مدیریتی

23-This man works in a highly organized office. 'Organized' means..... .

1. نامنظم      2. سازمان یافته      3. غیر منطقی      4. غیر سازمانی

24-He is not a visitor, but an employee in this company. 'Employee' means..... .

1. کارفرما      2. کارگشا      3. کارمند      4. کارشناس



25- A supervisory committee approved the worker's dismissal. 'Supervisory' means..... .

1. مشاوره 2. سرپرستی 3. اخراج 4. انتقاد