

Part I: Multiple choice items

Directions: Choose the best choice (a, b, c or d) and then mark it on your answer sheet.

- 1) He is very , he writes the best novels every year.
a) respective b) creative c) precision d) concerned
- 2) We need some one to handle the marketing of the business.
a) classification b) end c) device d) factor
- 3) The company devised a new type of transistor. "Devised" means
a) demanded b) created c) invented d) employed
- 4) This behaviour among the work force is the of inappropriate management.
a) production b) personality c) imagination d) product
- 5) He has a new theory after many years of research.
a) evolved b) imagined c) deemed d) promoted
- 6) The balance of two accounts are the same.
a) precise b) precision c) precised d) precisely
- 7) The government is the highest in the country.
a) commitment b) corporation c) authority d) function
- 8) It took a long time to a committee to deal with the matter.
a) set up b) come up c) carry on d) detect
- 9) They decided to carry on their work. "Carry on" in this sentence means
a) detect b) convey c) arrange d) continue

- 10) An idea based on intuition and not on evidence is called
a) progress b) deviation c) procedure d) hunch
- 11) They are responsible for everything that happens.
a) corporately b) corporate c) corporation d) corporative
- 12) He never ahead, he just does things suddenly.
a) detects b) leads c) performs d) plans
- 13) His was to solve our problem.
a) goal b) chance c) record d) personality
- 14) Learning this language would be a very difficult
a) interaction b) position c) process d) record
- 15) His interests in business are very..... .
a) domain b) abstract c) trained d) diverse
- 16) Becoming skillful in any area of administration is not easy
a) evaluation b) rudiment c) task d) implementation
- 17) The human body has a very complex
a) organize b) organization c) organized d) organizationally
- 18) You must find new..... for your products.
a) market b) capability c) output level d) policy

19) The inventory level of these stores have not been determined yet. "Inventory level" means

.....

- a) price b) output level c) detailed list d) estimation

20) A list showing amounts of money paid or received is called

- a) statement b) inventory level c) output level d) market

21) It is a(n) part of human nature to avoid pain.

- a) sheer b) trivial c) routine d) inherent

22) He gave him a reply.

- a) decisiveness b) decisive c) decisively d) decided

23) This is a decision, take it into consideration please.

- a) judgment b) risk c) policy d) service

24) Employers are with the school to find job for graduates.

- a) cooperating b) creating c) organizing d) looking

25) The of our city is a matter of the first importance.

- a) cooperation b) development c) domain d) ingredient

26) I think it is better to use your..... to help others.

- a) litter b) record c) ability d) procedure

27) His interest in money is the only that drives him to work so hard.

- a) advantage b) motive c) enthusiasm d) project

28) Something (to be) given to someone for what he/she has done is called

- a) reward b) safety c) promotion d) ambitious

29) I couldn't my money to the poor so I gave my clothes instead.

- a) contribution b) contributive c) contributed d) contribute

30) We must our efforts on improving education.

- a) assume b) tackle c) adapt d) concentrate

Part II: Translate the following texts to Persian.

1) Although administrators use scientific laws, techniques and data, they do so in ways that allow free rain to individual imagination and temperament. Usually a variety of successful solutions exist for dealing with a particular administrative problem, and a creative administrator may even devise a new solution on the spot.

2) After management has made plans, created a structure and hired appropriate personnel, someone must lead the organization.

3) Decision making is a key management element in organizations, people with managerial roles are expected, among other things, to make decisions as an important part of their responsibilities.