

- * دانشجوی گرامی: لطفاً، گزینه ۱ را در قسمت کد سری سؤال برگه پاسخنامه خود، علامت بزنید.
بدیهی است، مسئولیت این امر برعهده شما خواهد بود.
** استفاده از فرهنگ لغت مجاز نیست.
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Instruction: Fill in the blanks choosing the best word or expression.

- This company a new type of transistor.
a. employed b. devised c. created d. commanded
- He tried to change his working from night to afternoon.
a. shift b. environment c. ending d. employment
- One of his less attractive is to criticize his employee in public.
a. crafts b. commissions c. demands d. traits
- He deemed that it was his duty to help. "Deemed" means
a. understood b. confessed c. regarded d. imagined
- It was found at the spot where the manager had left.
a. precise b. deem c. trait d. elusive
- Nobody told me where to find this job. It was sheer
a. imagination b. employment c. precision d. intuition
- The new manager showed great for leading .
a. assembly line b. aptitude c. commission d. function
- The of a chairman is to lead and control the meeting.
a. conveying b. organizing c. function d. arrangement

9. He set up a committee to deal with the matter. "Set up" means
a. ended b. recorded c. discovered d. prepared
10. They decided to carry on their work in spite of the bad weather. "Carry on" mean
a. continue b. find out c. detect d. allocate
11. He had a that the employee was lying.
a. risk b. skill c. hunch d. method
12. Generally speaking, implies that managers think through their goals and actions in Advance.
a. To plan b. Planning c. Planned d. Plans
13. The complicated official routine which dominates over most offices in our society is called
a. Administration b. Organization c. Record d. Bureaucracy
14. The company has set itself some high production for this year.
a. goals b. recreation c. reports d. public
15. He works in a highly office.
a. involved b. organized c. created d. vital
16. The value of a washing machine is very high.
a. utility b. essence c. evaluation d. diverse
17. The of his discussion is that the management project cannot succeed.
a. task b. role c. function d. essence

18. The job involved his living in Tehran . “Involved” means
a. entailed b. caused c. estimated d. recorded
19. Mr. Miller works on the of a new idea.
a. joints b. ingredient c. rudiments d. implement
20. The first and foremost ingredient of administration is
a. people b. intraction c. action d. control
21. In a classic work, Herbert Simon, Donald Smith burg ,and Victor Thompson define simply.
a. communication b. coopration c. administration d. publication
22. She that the work would take three years.
a. estimated b. trained c. acted d. approached
23. She found it difficult to establish a new after retirement.
a. statement b. price c. stress d. routine
24. He gets a from his bank every month.
a. risk b. long term c. statement d. sheer
25. Why do you get angry over such matter?
a. trivial b. inherent c. sheer d. bonus
26. Managers make decisions under a condition of when they have little or no Information about the problem.
a. risk b. certainty c. decision d. ambiguity

27. A strik was caused by the of two workers.
a. bonus b. motive c. dismissal d. project
28. The company's weakness is its inability to sustain the previous agreement .
"Sustain" means
a. support b. complain c. eager d. interest
29. The sign on the wall said "please from smoking."
a. force b. refrain c. result d. staff
30. She is full of for this job.
a. collection b. compaign c. enthusiasm d. adaptation

سوالات تشریحی

- A. Administration shares traits with the arts as well as the sciences.
Administrators often work in highly imaginative ways, employing a mix of materials, including intuition. (1.25 marks)
- B. While planning and organizing deal with the more abstract aspects of the management process, the activity of leading is very concrete. It involves working with people. (1.25 marks)
- C. To sum up, administration is a process involving human beings jointly engaged in working towards common goals. (1 mark)
- D. In ambiguous situations, managers may even lack information about the goals they are to achieve. (0.5 mark)
- E. Therefore, motivation is the force that initiates, directs, and sustains personal behavior and action. In other words, it is the force that moves employees and managers to higher performance. (1 mark)