

پیامبر اعظم (ص): روزه سپر آتش جهنم است.

A. Choose the best answer.

- The company managed to pay his.....in two years.
a. credits b. debts c. investments d. properties
- The company has placed new restrictions on the.....of products.
a. purchase b. revenue c. obligation d. virtue
- The company has announced a.....of 1000 Rials per share.
a. contract b. cost c. dividend d. liability
- The most common types of business organizations are as follows: limited companies, sole traders, partnerships and
a. requirements b. regulations c. satisfactions d. cooperatives
- The purpose of a partnership is carry on a business with the aim of
a. control b. profit c. agreement d. power
- Every kind of business organization regardless of its size requires.....
a. different company b. large stall
c. retail distribution d. a lot of profits
- They have reached anto divide the money into equal parts.
a. agreement b. operation c. option d. advertising
- The.....on products has been done by government specialists.
a. marketing b. planning c. operating d. pricing
- The.....of cigarettes to children is forbidden in many countries.
a. share b. stake c. sale d. strike
- There is no difference between customerand want.
a. needs b. options c. obligations d. flairs
-will be reduced automatically from salary.
a. Revenue b. Contract c. Debt d. Tax

12. The company needs to save money by cutting down on its..... .
a. bargains b. brandings c. expenses d. negotiations
13. The.....covers the car mechanically for a year with unlimited mileage.
a. designation b. warranty c. conviction d. press
14. Theof oil, water and electricity have gone up .
a. consumption b. promotion c. negotiation d. designation
15. The particular group of variables offered to the market at a particular point in time are principally include product, promotion, distribution and..... .
a. interest b. desire c. price d. awareness
16. Radio and television are important means of.....
a. monitor b. finance c. customs d. communication
17. The new shop across the road has lost some of its best..... Now, fewer people shop there.
a. concepts b. customers c. organizers d. processes
18. They established the workers..... in order to defend their views.
a. supplier b. customer c. issue d. union
19. His company's goods areand sold world-wide.
a. distributed b. made up c. oriented d. prepared
20. For more information about the job, please contact the.....manager.
a. operation b. personnel c. competitive d. executive
21. It is not possible to show the exact time of meeting.
a. pinpoint b. control c. strive d. orient
22. The employers are considering ways to increase the..... of the factory and thus make more profits.
a. materials b. relations c. productivity d. factors
23. Nothing could induce him to do the Job.
a. hinder b. prevent c. limit d. persuade

24. He is fighting for **survival** after his operation.

- a. continuing to live b. having authority
c. providing skills d. proceeding smoothly

25. He asked his secretary to.....a file for the new employee

- a. orient b. strive c. make up d. operate

B. Translation

1. Many of the management issues are common to every kind of organization be it business, state enterprise, public service, non- profit- making charity or private club. (1.25points)

2. A market oriented organization is one which focuses on the needs of its customers. Its primary concern is to find out what its customers needs and wants are so as to meet them with the highest level of customer satisfaction. (1.5points)

3. One of the more obvious applications of communication concepts is in the area of group decision-making. We communicate information, and information is used in decision making. (1.25points)

4. A management information system (MIS) is a network established within an organization to provide managers? With information that will assist them in decision making. (1point)

5. The key element in industry is the human resource. If the employer maintains good relationship with employees it may result in maximum productivity. (1point)