



- 12-The most effective managers are those who understand communication and itsin the organizational settings.
1. behaviour 2. activity 3. value 4. rejection
- 13-The company aims eventually toits products throughout the world.
1. distribute 2. prevent 3. refuse 4. pinpoint
- 14-Increasing numbers of people in high - powered jobs are suffering from fatigue and stress - related illnesses. The word " Fatigue" means.....
1. arrangement 2. very firm
3. extreme tiredness 4. a sign of existence
- 15-The firm has a very good reputation and track record in equal opportunities. The word " Reputation " means.....
1. مجوز 2. اعتبار 3. تخصص 4. سودمند
- 16-Business entities daily perform numerous transactions , such as the purchase and the sale of goods and services. The word " Transaction" means
1. فرایند 2. رقابت 3. طبقه بندی 4. معامله
- 17-Construction lending has been badly hit byon loans .
1. subsidiary 2. accusation 3. restriction 4. experience
- 18-The UN has clamped economic sanctions on the country. " Clamp" means
1. suppress 2. upgrade 3. accept 4. exacerbate
- 19-Two workers worked on the assembly - line job simultaneously. The word " Simultaneously" means
1. a period in time 2. steadily
3. from time to time 4. at the same time
- 20-Every business must have an accounts function where income andbookkeeping is done.
1. revenue 2. expenditure 3. advantage 4. commerce
- 21-Invoicing is precisely the kind of function that can be taken over by electronic data processing . The word " Precisely' means
1. necessarily 2. minimally 3. probably 4. exactly



22- Corporations mustwith the requirements of not only the International Revenue Service , but also state, local , and foreign tax laws.

1. refer 2. comply 3. record 4. perform

23- He should havethat this would happen and tried to prevent it .

1. delegated 2. anticipated 3. generated 4. invested

24- People are so pessimistic about the future that they won'tat the moment.

1. distribute 2. design 3. avoid 4. invest

25-budgets are created by each expense centre.

1. Expense 2. Profit 3. Revenue 4. Performance

26- Direct investment allows the organization to avoid many problematic trade, and to learn firsthand about the needs of its customers.

1. services 2. barriers 3. manufacturers 4. certificate

27- The basic system and equipment needed for an industry or business to operate successfully or for an activity to happen is known as

1. infrastructure 2. budgeting 3. delivery 4. strategy

28- The first and last measure of customer satisfaction is whether a product lives up to customeror not.

1. results 2. procedures 3. competitors 4. expectations

29- Discontent among customers were rapidly spreading. " Discontent " means.....

1. dissatisfaction 2. imbalance 3. vitality 4. happiness

30- The manager is a afraid he can notmuch productivity for the company.

1. eliminate 2. choose 3. generate 4. encompass