

FBQ1: _____ is the arrangement and allocation of positions/tasks to employees
Answer: Organising

FBQ2: Management is _____.
Answer: both art and science

FBQ3: _____ is not a type of planning in an organisation
Answer: Developmental

FBQ4: Delegation can fail on the part of _____.
Answer: Superior and subordinates

FBQ5: Network control consists of program evaluation, review technique and _____ method
Answer: critical path

FBQ6: Areas where managers measure and what they measure are called _____.
Answer: strategic control points

FBQ7: Purpose of organizing is not to _____ staff.
Answer: identify and punish erring

FBQ8: _____ involves face-to-face interaction between invited applicants and the representatives of employer
Answer: Interview

FBQ9: Vacant positions identification and placement of advertisement for the jobs is an aspect of _____.
Answer: recruitment

FBQ10: The task of matching tasks to staff in planning process is called _____.
Answer: action programming

FBQ11: A structure based on nature of goods a firm supplies to the market is called _____.
Answer: product-based

FBQ12: _____ and concurrent controls are used interchangeably
Answer: Steering

FBQ13: Types of communication exclude _____ personal.
Answer: extra

FBQ14: Type of organisational structure considering performance of shift work due to long hours of operation is called _____ structure.
Answer: Time-based

FBQ15: Responsibility deals with giving _____ on the job.

Answer: Report and account

FBQ16: _____ test is not a test in employment selection process.

Answer: Attitude

FBQ17: Model of production system does not include _____

Answer: transformation

FBQ18: An organisation by comparing its performance against some metrics in other firms is involved in _____

Answer: Target management

FBQ19: Responsibility flows from _____

Answer: subordinate to superior

FBQ20: Integration and synchronisation of employees performance by managers is _____ function

Answer: coordinating

FBQ21: The use of tools, procedures and techniques of a specialized field in performing management is called _____.

Answer: technical

FBQ22: _____ is not a barrier to effective planning

Answer: strong commitment

FBQ23: Authority flows from _____ level.

Answer: top to the bottom

FBQ24: Status is a _____ of a person/group

Answer: Rank and position

FBQ25: Requirements for decision making exclude _____

Answer: problem context

FBQ26: Management problems amenable to the use of statistics and operation research exclude _____ problems.

Answer: shipping

FBQ27: Financial budgets include _____ budget.

Answer: Cash and capital

FBQ28: Budgeting deals with _____.

Answer: Costs and expenditure

FBQ29: _____ is the process of determining relationship among people, positions and machines in order to attain specified objectives

Answer: Organising

FBQ30: Every Top Management must possess more of one of the following skills
Answer: Conceptual skill

FBQ31: Basically, there are _____ levels of management.
Answer: 3

FBQ32: _____ is the process of integrating organisational activities.
Answer: Coordinating

FBQ33: Professionalism in Management requires a body of _____
Answer: Codified Knowledge

FBQ34: Technical skill is most important at _____ level of management
Answer: Lower level

FBQ35: The foremost regulatory body for the practice of Management in Nigeria is _____
Answer: Nigerian Institute of Management

FBQ36: _____ is the group of managers responsible for the general goal and plans of organisation to specific objectives/activities
Answer: Tactical Managers

FBQ37: The right of a superior to issue direction to the subordinate and secure commensurate compliance is _____
Answer: Formal Authority

FBQ38: The skill most important to all managers irrespective of management level is
Answer: Human Skill

FBQ39: The decision in advance on what to do, how to do it and who does what is _____
Answer: Organizing

FBQ40: _____ is the planning need that specifies what is to be achieved for measuring performance.
Answer: Performance standard

FBQ41: _____ is the planning need that tells everyone in the organization/department what the company hope to achieve and expected contribution from members.
Answer: Direction

FBQ42: _____ level of Managers are the link between management and non-management.
Answer: HR Managers

FBQ43: _____ is the type of plan with a statement of expected results expressed in numerical terms
Answer: Procedure

FBQ44: The barrier to effective planning where old method/procedure is so entrenched that they could inhibit innovation is _____

Answer: Human error

FBQ45: _____ is a form of grouping in organisation structure used by highly technical and diversified organisations.

Answer: Matrix

FBQ46: _____ shows the functions and department in an organisation as well as how they relate at a glance.

Answer: Organisation Chart

FBQ47: _____ is the approach to organisation that says there is no best method to design an organisation.

Answer: Contingency

FBQ48: _____ is the process by which Managers evaluate alternatives and make a choice.

Answer: Decision Making

FBQ49: _____ is the type of decision that managers take daily in the performance of their jobs

Answer: Programmed decision

FBQ50: The effective practice of management requires a synthesis of science and

Answer: Art

MCQ1: _____ is not a part of organisation structure.

Answer: Organising

MCQ2: _____ involves classifying of all applications received into very qualified, qualified and not qualified.

Answer: Screening

MCQ3: Test and interview are under _____ sorting.

Answer: Selection

MCQ4: After setting performance level to be achieved in a specific future period, a set of activities to be executed in realizing the performance is called _____

Answer: Strategy

MCQ5: Planning decisions taken by top management is cover at 5 years is called _____ plan.

Answer: Corporate strategic and long-term

MCQ6: _____ structure involves group staff according to their areas of specialization

Answer: Functional

MCQ7: By inspecting activities going on during production when materials have been poured into production machine, a manager is involved in _____ control.
Answer: Feed forward

MCQ8: Coordination deals with _____ of organisational activities.
Answer: Integration and harmonization

MCQ9: Lack of need attainment of employees results in _____.
Answer: High labour turnover

MCQ10: _____ is not a type of organisation chart.
Answer: Diagonal

MCQ11: Job analysis determines _____ required to perform a job.
Answer: Skill and duties

MCQ12: Marketing activities in a manufacturing organisation exclude
Answer: Process

MCQ13: Functions in production unit of a manufacturing firm include _____.
Answer: All of the options

MCQ14: _____ occur where a superior concentrate on more difficult special jobs and allows subordinates to treat less difficult ones.
Answer: MBE

MCQ15: Application of technical skill is more dominant at the _____ level of management
Answer: Supervisory

MCQ16: Activities the support successful implementation of plan include _____.
Answer: All of the options

MCQ17: Structure is not a major method of structuring an organisation.
Answer: None of the options

MCQ18: _____ is not a merit of delegation of authority.
Answer: It increases labour turnover

MCQ19: Decentralisation is similar to _____.
Answer: Delegation

MCQ20: _____ is not a limitation to informal organisation.
Answer: Negative information

MCQ21: The first stage in decision-making process is _____.
Answer: Identification of problem

MCQ22: _____ is not a condition under which decisions are made.

Answer: Change

MCQ23: _____ is not a type of control

Answer: Consecutive

MCQ24: Organisation structure implies _____

Answer: group of staff performing similar functions

MCQ25: Recruitment means _____

Answer: Collecting application from candidates

MCQ26: _____ a form of orientation for new staff.

Answer: Induction

MCQ27: Statement of future performance level and actions to be implemented to accomplish it is ____

Answer: Strategy

MCQ28: Plan decided at middle management level of an organisation is called _____ plan

Answer: Tactical

MCQ29: _____ refers to decentralization in organisation structure except.

Answer: A few staff have very strong power over others

MCQ30: When a production manager inspects work done after stopping production machine, he is carrying out _____ control

Answer: Feedback

MCQ31: Synchronisation and harmonization of organisational tasks is called _____.

Answer: Coordination

MCQ32: Organic functions of business firm exclude _____

Answer: Quality control

MCQ33: Staff discipline in human resources management is a _____.

Answer: Corrective measure

MCQ34: Advertising, personal selling and public relations are elements of _____.

Answer: Promotion

MCQ35: Strategic management includes _____.

Answer: All of the options

MCQ36: Forms of organisation include _____.

Answer: All of the options

MCQ37: _____ is not a type of authority.

Answer: Line and staff

MCQ38: Directors, general managers and managing directors use _____ skill most in their organisation.

Answer: Conceptual

MCQ39: Directing, communicating and motivation are grouped under _____ management function.

Answer: Leading

MCQ40: An organisation takes inputs from the environment transforms them to output and sell them to the environment makes the organisation _____ system

Answer: Social

MCQ41: Organisational chart shows _____.

Answer: All of the options

MCQ42: I can do it myself; inability to coach and supervise is a barrier to delegation on the part of _____.

Answer: Superior

MCQ43: Decisions that managers use daily or regularly is _____ decision.

Answer: Programmed

MCQ44: The last stage in decision-making process is _____.

Answer: Evaluating decision taken

MCQ45: Purpose of control is not to _____.

Answer: Maximize cost

MCQ46: _____ is not a financial analysis control technique.

Answer: Quality control

MCQ47: _____ is a limitation to control system.

Answer: All of the options

MCQ48: Organizing consists of all but one of the following

Answer: None of the Options

MCQ49: Staffing process includes _____.

Answer: All of the options

MCQ50: _____ is taking the new staff to section or unit in which they will work.

Answer: Placement