

1. Treating a person unfairly because of who they are or because they possess certain characteristics such as race, disability and religion is,  
Discrimination
2. Imagine a person holds a very strong, emotional antipathy towards members of a different social group. This person really hates these group members. This is best classified as an example of which of the following?  
Prejudice
3. What word is used to describe sets of values given to us by external sources?  
Ethics
4. What is the term Tuckman uses for reaching consensus as a group?  
Norming
5. To spend your time productively, you need to have set some \_\_\_\_\_.  
Goals
6. Leadership today is increasingly associated with the concept of \_\_\_\_\_.  
Getting others to follow
7. A reasonable type and amount of copying of copyrighted work is permitted under the fair use provision of US copyright law. Which of the following would be a violation of the fair use provision?  
All the other options/choices
8. Why it is important for entrepreneur to evaluate their decision using a SWOT analysis.  
It analyzes strengths, weaknesses, opportunities, and threats.
9. Attitude has many similarities to an iceberg. Part of it can be seen from outside, other parts are hidden. List three components both visible and hidden.  
Affect  
Cognition  
Behavior
10. What is not an issue in computing landscapes?  
Industrial
11. A trademark is a,  
Word, symbol, name or device that a business uses to identify its goods.

12. What is not a primary function of code of ethics?

Integrity

13. Write 3 barriers for an entrepreneur to enter the business world today? (හිතලා ලියන්න තියෙන්නෙ මේක)

Home economic situation

Government policies

Competing technologies

Fewer opportunities

Less market experience

Lack of capacity

14. The situation leadership theory, this is not a style of leadership,

Collaborative

15. In functional theory of leadership, needs such as training the group, setting standards and maintaining discipline, and appointing sub-leaders may be called \_\_\_\_\_.

Team functions

16. You have joined a company 3 months ago and your boss put you in charge of organizing a Christmas party. What would you do first? (මුලර් නෑ. හිතලා ලියන්න තියෙන්නෙ මේක)

Get the opinions of colleagues in company how they want to be the upcoming Christmas party.

17. All the following are potential disadvantages of teams, except,

Teams can develop innovative solutions to problems

18. What can you do to avoid "procrastination"? Write 3 actions.

Get organized

Set simple, achievable goals

Create a schedule

Set a deadline

Get rid of distractions

Prioritize the tasks

Complete the high priority task first

19. If you wanted to look at factors out of control of the business which may affect it, you would look at,

Opportunities and threats

20. Attributes of a profession do not include,

Investigation

21. This is not a primary function of professional code of ethics of a professional body,  
Validate the members
22. Which of the following process influences team effectiveness?  
Decision making
23. Licensing arrangements have,  
Easy way to generate incremental income
24. To increase your self-awareness, you should  
All of the above
25. Write 3 Sri Lankan Entrepreneurs who are very successful businessmen/women today?  
Dhammika Perera  
Ashok Pathirage  
Otara Gunewardene
26. In the Johari Window, information we are unaware about ourselves but known to others is,  
Blind self
27. Which of the following is not among the reasons for complexity of decisions?  
Decisions have immediate, short-term impact
28. Landscape of computing/IT has gained tremendous growth during the last 3 decades. List three (3) categories of issues that are faced by the society due to this exponential growth of computing/IT.  
Unemployment  
Digital divide  
Increased possibility of identity theft
29. Which of the following is the best step a leader can take when employees express concerns about rumored change within the organization?  
Minimize discussion about the rumors until a clear plan is ready for implementation this gives senior managers time to develop an effective plan.
30. What is not a type of intellectual property?  
Code of ethics
31. Which of the following is NOT recognized as a misconception about entrepreneurship?  
Entrepreneurial ventures and small businesses are different

32. As a leader you are given power. Write 3 ways you can use power in an efficient way. (හිතලා ලියන්න නියෝජන මේක)
- Make relationships a priority
  - Don't overlay with personal agenda
  - Maximize the communication network
  - Be generous with information
  - Make the most of position
  - Develop the brand of charisma
  - Teach others
33. What is the incorrect statement about "Team Diversity"?
- Religion will hinder expressing many viewpoints in decision making
34. The disparity that results from one group's access to digital technology and another group's lack of access is known as,
- Digital divide
35. The most generous setting for self-discloser is
- Public speaking situation
36. You are the project manager of a software developing team who develops a new health monitoring system for a hospital. Who is not a stakeholder of the project?
- Cashiers
37. These are computer related morals, principals and values
- Computer ethics
38. What is the term for the set of behaviors and tasks that a member of the group is expected to perform because he or she is a member of the group
- Group role
39. In the Johari Window, information we know about ourselves but not known by others is
- Hidden area
40. A diverse workforce might,
- Expand a company's customer base
41. The goal should be \_\_\_\_\_ for the success of business plan.
- Specific

42. The term used to describe when a person does not have legal rights to copy someone else's work is called,  
**Copyright**
43. One of the following things is not a scheduling method,  
**Social media**
44. Licensing arrangements do not create,  
**New ownership to IP**
45. What does the red hat represent in de Bono's Six Thinking Hats?  
**The emotions and feelings**
46. \_\_\_\_\_ does not contribute to solve diversity related issues.  
**Treating individuals in a different manner**
47. What is reflective practice?  
**The ability to take a critical stance and analyze the situation**
48. Approaches to the study of leadership which emphasis the personality of the leader are termed,  
**Traits theories**
49. A process in which a group of individuals generate and state ideas, but in which the rules prohibit questioning, evaluating, or rejecting any ideas, even if they seem ridiculous is called,  
**Brainstorming**
50. SWOT analysis looks at  
**Both internal and external factors**
51. Which of the following is not a characteristics of a team?  
**Minimal and formal knowledge sharing**
52. A stakeholder group has high interest in a business and low power over the business. What would be the most appropriate way for the business to communicate with this stakeholder group?  
**Keep informed**
53. During the storming stage,  
**Marked by the conflicts within the group as team members push boundaries and challenge authority in attempt to clarify the team's goals, values and norms.**

54. Looking at the following sentences can you identify which is a strength,  
**Loyal customer base**
55. What is NOT helping to do analysis and planning in a business environment?  
**Test**
56. On what belief are contingency theories of leadership based?  
**there is no single style of leadership appropriate to all situations**
57. What is the term used to describe the ideas put into action, such as writing, music, art, computer code and inventions that can be protected under copyright or patent laws.  
**Intellectual property**
58. Which word means determine the order for dealing with (a series of items or tasks) according to their relative importance?  
**Prioritize**
59. Which of the following cannot be exploited by assigning or by licensing the rights to others?  
**Copyright**
60. Contingency theory of leadership explains,  
**That there is no single style of leadership appropriate to all situations**
61. What word is used to describe our personal belief system regarding what is right and wrong?  
**Ethics**
62. Which of the following statements best captures the nature of leadership as it should be for your business to ensure the business' continued future success?  
**Leader focus on setting direction, align people with a shared vision and motivating people**
63. Which of the following is not among the reasons for complexity of decisions?  
**Decisions have immediate, short-term impact.**
64. Which of the following is a true statement?  
**Time management is about planning to get tasks done and doing them.**

65. Which of these stages represent the time characterized with anxiety and uncertainty when the group is just starting to come together?  
**Storming**
66. Having young people in a team becomes an advantage because:  
**They have high adaptability and agility to unexpected circumstances.**
67. A new entrant in the mobile industry introduces a very attractive mobile phone with a new design. How is this new design should?  
**Patent**
68. Which one of the following is an advantage of the small firm in the innovation process?  
**Ability of the entrepreneur to act on new ideas or product development**
69. A successful team is not,  
**Reluctant to contribute from the point of view of someone else's role**
70. Transformational leader  
**A leader who provides individualized consideration**
71. Which of the following is true of a belief?  
**It is an assumption that something exists and that it has definable characteristics.**
72. External links may provide incentives to,  
**Introduce improvements to products**
73. \_\_\_\_\_ shows the process of creating something new.  
**Innovation**
74. Select the incorrect statement which describe in Johari Window Model,  
**Close area that we are richer and more complex than which we and others identified as Hidden**
75. What does not "computer ethics" includes.  
**Political**
76. Which emotion makes people stereotype relatively more?  
**Anger**

77. What is not a "good character"?

Pessimistic. looking for other's shortcomings and unable to handle critical situations

78. John Adair in his Functional Theory claims that the effectiveness of a leader is concerned upon meeting areas of \_\_\_\_\_ need within the work group.

Three

79. You are going to start a new business to develop mobile apps. Write one external factor each for the PEST analysis that could affect your business.

Technological

80. According to Time Management matrix, effective professionals spend most of their time:

Not urgent, Important quadrant

81. Zeina is following the time management steps. She just made a list of her tasks and estimated how much time they will take what should she do next?

She should prioritize her tasks or put them in order importance

82. List three (3) management skills needed to be a successful Entrepreneur.

Time Management

Employee Management

Sale Management

Customer Management

Financial Management

Business Management

83. You find that one of your group members are performing less than expected and doesn't communicate with the rest of the group met As a group leader list 2 things you can do to avoid missing the submission deadline.

Get organized

Create a schedule

Set a deadline

Get rid of distractions

Prioritize the tasks

Complete the high priority task first

84. Team diversity is a good thing that team members should embrace to enhance the unity of a team. List three (3) Team Diversity Factors

Race

Gender

Age

Religion



85. Knowing leadership theories is important to identify the salient characteristics of a leader and his role. List three leadership theories.
- Great man theories
  - Trait theories
  - Functional theories
  - Behavioral theories
  - Situational/Contingency theories
  - Transformational theories
86. The first step in decision making is to,
- Identify and define the problem
87. To spend your time productively, you need to have set some \_\_\_\_\_
- SMART goals
88. A programmer is working on a CCTV program that automatically records students in a corridor outside of lesson times. Write 2 ethical considerations you might have to adhere to if you are the Programmer?
- Professionalism
- Honesty
89. Write three (03) strategies you would use to solve an emerging conflict in your project team? Explain using your own experience.
- Solid unemotional discussion
- Role redelegation
- Self-evaluation and personality testing
90. When you make a plan on a weekly basis to complete your task. Write 3 things that you need to focus on when preparing your plan.
- Get organized
- Create a schedule
- Set a deadline
- Get rid of distractions
- Prioritize the tasks
- Complete the high priority task first
91. There are a lot of researches carried out to understand critical success factors of Entrepreneurs to help budding entrepreneurs identify important factors and develop them through continuous effort. List 3 key success factors identified through research that are important to be a successful Entrepreneur
- Skills, expertise and aptitude
- Personal attributes
- Strong management skills
- External factors

92. Alan has been studying for his math test for an hour. He knows he needs to study for at least another hour, but he is feeling distracted. His phone keeps buzzing with text messages, and he's hungry. What would be the best thing for Alan to do now?  
He should take a quick break, so he can get a snack and respond to his texts before he goes back to studying
93. This is not a step of Gibbs' reflective cycle,  
Synthesize
94. The stages of group formation include all of the following except,  
Grouping
95. Which of the following is not a common reason why people procrastinate work?  
All of the above
96. As per the Johari window, when you move information from the hidden (Façade) self into the open self (arena), you're  
Self-disclosing
97. You are a programmer of a bank and you found flaws in your program which is used in ATMs. What of following CSSL code of ethics that will motivate you to make the correct decision?  
Professionalism
98. What is one common time management mistake?  
Procrastination
99. Professional development and career planning include:  
Develop the skills necessary to pursue these career possibilities: take courses and gain experience.
100. Which of the following is the best step a leader can take when employees express concerns about rumored change within the organization?  
Invite employees to express their concerns and shares ideas to help ease the stress they are feeling and to empower them to work together to contribute towards a shared solution
101. Most important aspect in ranking tasks in a To-Do list is:  
Sequence of tasks
102. What are the three components of "Attitude"?  
Affect. Cognition. Behaviour

103. According to Belbin (1981) an extroverted and enthusiastic person fits with what role?  
**Resource Investigator**
104. Which of the following CANNOT be used as a trademark?  
**A sound**
105. The emotional connection a person has with an attitude object is termed as,  
**Affective component.**
106. Nuwan, Perera, Silva and Chamari are working together to develop a product protocol for one of their company's product lines. After some initial conflict, the group started to really come together. Now, the group is highly un very productive. Which stage of development is this group in?  
**Norming**
107. Select a negative attitude out of the following statements  
**Believes best days are in the past**
108. Features of a thinking environment in decision making does not include  
**Competition**
109. Which one is not a region of the Johari window model  
**Urgent**
110. In which stage of the Gibb's reflective cycle discuss how well things went, good and bad about the situation.  
**Evaluation**
111. An entrepreneur building a new business needs to have the courage to drive his staff to overcome obstacles and ach success but, at the same time, needs to calm people in stressful situations and help them to work together Belbin would say he or she needs to be able to fill the roles of  
**Shaper and team worker(recheck)**
112. Contingency theory is concerned with  
**Styles; situations**
113. Which of the following is a good time management strategy?  
**Thinking about the consequences of your actions when you prioritize your tasks**

114. What is not a problem of Roles in a Team?

Role re-delegation