

# **MANAGEMENT 17 / BAELEC 1:**

## **Executive Leadership**

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### **Module Test I**

Name: \_\_\_\_\_ DLC: \_\_\_\_\_ Score: \_\_\_\_\_

#### **I. Multiple Choice.**

1. An organization must be guided forward by
  - a. emotion.
  - b. reason.
  - c. intuitional.
2. Cooperation is achieved through
  - a. supervision.
  - b. order.
  - c. organizational management.
3. To be successful in handling men, we must have an enduring
  - a. love
  - b. interest
  - c. attention in them.
4. Executive problems require an analytical
  - a. approach.
  - b. system.
  - c. procedure
5. The executive
  - a. asserts
  - b. imposes
  - c. relates himself to others.
6. Each of us is born with
  - a. ordinary
  - b. special
  - c. extraordinary capacities.
7. We can all do better in our endeavors if we only put our
  - a. hearts and minds
  - b. bodies
  - c. hands in them.
8. To provide security for the employees requires that the job must remain

- a. secure.
  - b. pleasant.
  - c. easy.
- \_\_\_\_\_ 9. To develop high morale you must look for
  - a. enjoyment.
  - b. stimulation.
  - c. friends.
- \_\_\_\_\_ 10. One's social contact is affected by his/her
  - a. attitude.
  - b. personality.
  - c. morale.

## **II. True or False.**

- \_\_\_\_\_ 1. Sacrifice is the key to most achievements.
- \_\_\_\_\_ 2. Today's personality includes the social aspect implying that the person can be developed.
- \_\_\_\_\_ 3. It is not necessary for an executive to examine his self-organization in order to be efficient.
- \_\_\_\_\_ 4. A successful executive does not have to work with others and let others cooperate with him.
- \_\_\_\_\_ 5. An executive should continue to educate himself through continuing education either formal or self-study.
- \_\_\_\_\_ 6. An executive's public solely constitute of his superiors, associates and staff.
- \_\_\_\_\_ 7. An executive does not have to budget his own finances.
- \_\_\_\_\_ 8. It is true that many businessmen need to study in the art of speaking.
- \_\_\_\_\_ 9. An executive must stay physically healthy if he wants to stay on the job for a long period of time.
- \_\_\_\_\_ 10. Working toward a living is an integral part of life and it does not include the non-work aspects of life which is not important as work.

## **III. Enumeration.**

The 10 traits/qualities of a top level executive.