



Mark true or false:

1-Managerial flexibility is an advantage of a sole proprietorship.✗

2-A partnership may be owned by a single individual.✗

3-Limited partners generally have managerial rights.✗

4-Conflict of authority and control are disadvantages of the partnership.✓

5- The word organizing means the same thing as the word organization.✗

6- Planning is the process of deciding exactly one wants to accomplish and how best to go about it.✓

7- Effective control systems should be understandable and encourage self-control.✓

8- The control function is basically independent of the other management functions.✗

9- Planning should be an integral part of the management decision making process and not merely a "fire fighting" device.✓

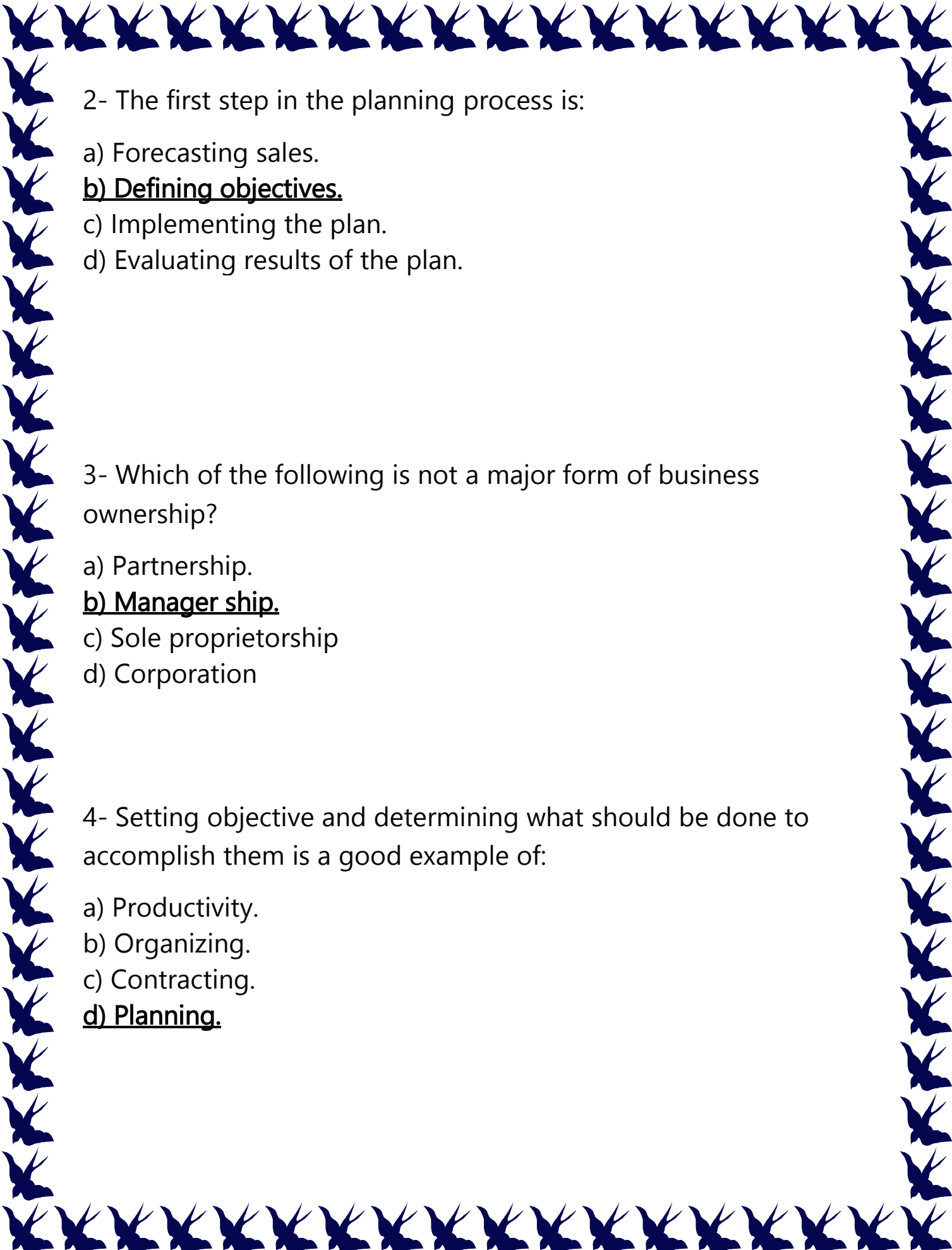


10- In larger enterprises, planning is performed solely by top-level managers.X

Choose the correct answer:

1- When a manager divides work into manageable components and coordinate results to serve a purpose , the manager is practicing:

- a) Leadership.
- b) Organizing.**
- c) Setting objectives.
- d) Forecasting



2- The first step in the planning process is:

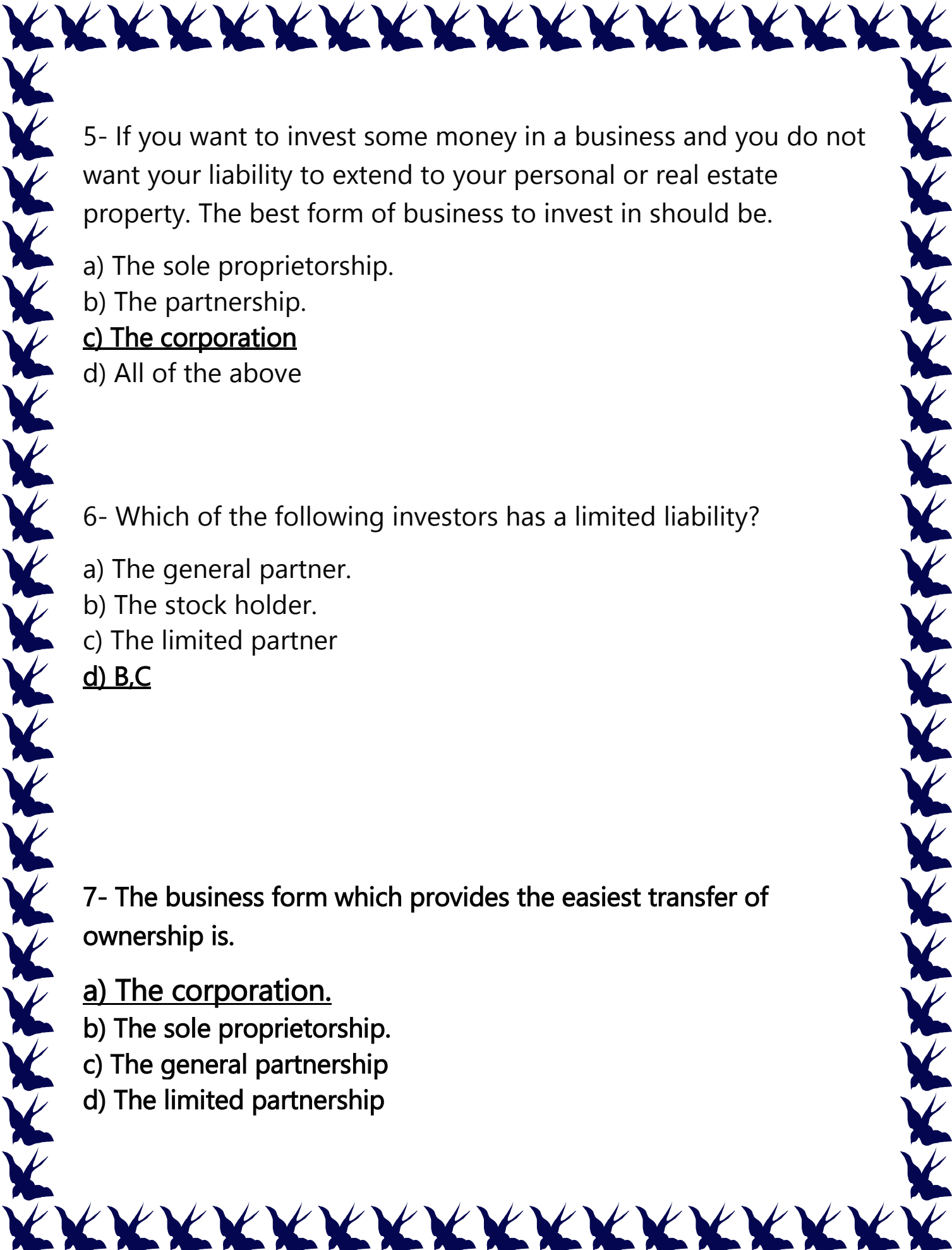
- a) Forecasting sales.
- b) Defining objectives.**
- c) Implementing the plan.
- d) Evaluating results of the plan.

3- Which of the following is not a major form of business ownership?

- a) Partnership.
- b) Manager ship.**
- c) Sole proprietorship
- d) Corporation

4- Setting objective and determining what should be done to accomplish them is a good example of:

- a) Productivity.
- b) Organizing.
- c) Contracting.
- d) Planning.**



5- If you want to invest some money in a business and you do not want your liability to extend to your personal or real estate property. The best form of business to invest in should be.

- a) The sole proprietorship.
- b) The partnership.
- c) The corporation**
- d) All of the above

6- Which of the following investors has a limited liability?

- a) The general partner.
- b) The stock holder.
- c) The limited partner
- d) B,C**

7- The business form which provides the easiest transfer of ownership is.

- a) The corporation.**
- b) The sole proprietorship.
- c) The general partnership
- d) The limited partnership



8- The most appropriate business form to undertake a multimillion steel and iron factory:

- a) A corporation.
- b) A partnership.
- c) A sole proprietorship
- d) Limited partnership

9- Usually the largest number of owners is found in

- a) The corporation.
- b) The sole proprietorship.
- c) The limited partnership
- d) The general partnership

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10- The separation of ownership from management is most likely to be found in.

- a) The partnership.
- b) The sole proprietorship.
- c) The corporation
- d) The limited partnership

Translate from English to Arabic:

A manager not motivated for progress and success will find it extremely difficult to motivate others. Self-motivation stems from an intense desire to achieve a certain goal, no matter what obstacle must be overcome. Positive thoughts and actions, along with persistence in adhering to a stated course of action, are also motivating factors

الترجمة من الإنجليزية إلى العربية

المدير غير المحفز للتقدم والنجاح سيجد صعوبة بالغة في تحفيز الآخرين. ينبع الدافع الذاتي من الرغبة الشديدة في تحقيق هدف معين، بغض النظر عن العقبات التي يجب التغلب عليها. الأفكار والأفعال الإيجابية، إلى جانب المثابرة على الالتزام بمسار العمل المعلن، هي أيضا عوامل محفزة