1. In a SWOT analysis, opportunities and threats are considered as part of the \_\_\_\_\_\_\_\_ (2 Marks)

A. Internal analysis.

B. External analysis.

C. Political analysis.

D. Technological analysis.

Answer: B

2. \_\_\_\_\_\_\_\_\_\_ is the management function which involves ensuring that activities in an organization are aligned with its strategic goals. (2 Marks)

A. Planning.

B. Organizing.

C. Leading.

D. Controlling.

Answer: A

3. The following factors can lead to acceptance of change by employees in an organization, EXCEP\_\_\_\_\_\_\_\_. (2 Marks)

A. Open communication and employee involvement.

B. Employees' understanding of the benefits of change.

C. Fear, uncertainty, and a perceived loss of control.

D. Strict enforcement of new policies.

Answer: C

4. \_\_\_\_\_\_\_\_\_ is associated with the day-to-day running of an organization and maintaining stability. (2 Marks)

A. Leadership.

B. Management.

C. Administration.

D. Supervision.

Answer: B

5. \_\_\_\_\_\_\_\_\_\_\_ represents Mc Gregory’s Theory Y. (2 Marks)

A. People are inherently lazy and require strict control and coercion.

B. People are motivated by fear of punishment and have little ambition.

C. People are primarily concerned with satisfying their physiological needs.

D. People are self-motivated, enjoy work and seek responsibility.

Answer: D

6. \_\_\_\_\_\_\_\_\_\_\_\_\_ outlines the primary focus of a contingency plan. (2 Marks)

A. Preparing for unexpected events.

B. Day-to-day operations.

C. Achieving long-term strategic objectives.

D. Employee performance evaluation.

Answer: A

7. \_\_\_\_\_\_\_\_\_\_\_\_\_ is an aspect of delegation in management practices. (2 Marks)

A. Consider only empowered team members to take responsibilities.

B. Focus on high-priority tasks while delegating tasks to team members.

C. Assign tasks based on team members' strengths and skills.

D. Opportunities to team development are based on task delegation.

Answer: C

8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a characteristic of motivation. (2 Marks)

A. Understanding.

B. Managing.

C. Service.

D. Feeling.

Answer: D

9. The impact of providing feedback during performance evaluation is \_\_\_\_\_\_\_\_\_\_\_. (2 Marks)

A. Achievement of goals.

B. Consistency in performance.

C. Inspired teams.

D. Good governance.

Answer: A

10. \_\_\_\_\_\_\_\_ is a means of reducing resistance to change in an organization. (2 Marks)

A. Withholding information from employees.

B. Minimizing involvement of affected employees.

C. Focusing on top-down decision-making.

D. Involving employees in planning change.

Answer: D

11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ needs must be satisfied first according to Abraham Maslow's hierarchy of needs theory. (2 Marks)

A. Safety needs.

B. Belongingness and love needs.

C. Self-actualization.

D. Esteem needs.

Answer: B

12. The importance of environment scanning is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (2 Marks)

A. Environmental scanning helps businesses to ignore external factors and focus on internal operations.

B. Environmental scanning helps businesses to isolate strengths and weaknesses without considering opportunities and threats.

C. Environmental scanning helps businesses to stay aware of changes in the business environment and adapt strategically.

D. Environmental scanning helps businesses to maintain status quo.

Answer: C

13. \_\_\_\_\_\_\_ is the phase of the change process that involves creating a sense of urgency and identifying the need for change. (2 Marks)

A. Implementation.

B. Resistance.

C. Planning and strategy.

D. Assessment and diagnosis.

Answer: D

14. Administrators are skilled in\_\_\_\_\_\_\_\_\_\_\_. (2 Marks)

A. Setting long-term organizational goals.

B. Making high-level strategic decisions.

C. Handling routine tasks and processes.

D. Inspiring and motivating employees.

Answer: C

15. The following factors influence delegation of authority except\_\_\_\_\_\_\_\_\_\_\_\_. (2 Marks)

A. Chain of command.

B. Unity of Command.

C. Span of Control.

D. Purpose of direction.

Answer: C

16. In which step of the planning process, the best and most feasible plan will be chosen to be implemented. (2 Marks)

A. Evaluating alternative course of action.

B. Selecting an alternative.

C. Setting up objective.

D. Developing Premises.

Answer: B

17. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is not a benefit of management. (2 Marks)

A. Integrating various interest groups.

B. Developing society.

C. Disciplining employees.

D. Inculcating creativity.

Answer: C

18. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is function of management relating to laying down the foundation for carrying out the other functions of management successfully. (2 Marks)

A. Planning.

B. Organizing.

C. Staffing.

D. Controlling.

Answer: A

19. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ best described the principle of ‘Division of work’. (2 Marks)

A. Work should be divided into small tasks.

B. Labour should be divided.

C. Resource should be divided among jobs.

D. It leads to specialization.

Answer: B

20. First line managers are responsible \_\_\_\_\_ (2 Marks)

A. To the upper level of management and staff.

B. For complex organizational sub-units.

C. Managing front line employees.

D. Implementing strategies.

Answer: C

21. Which of the following is an example of a development plan? (2MKS)

A. Vision 2030

B. United Nations Charter

C. Trade union manifesto

D. Human rights agreement

Answer: A

22. The following are benefits of liberalization of the economy EXCEPT: (2MKS)

A. Promotes competition

B. Encourages efficiency

C. Increases employment

D. Reduces income inequalities

Answer: D

23. Which of the following is a limitation of barter trade? (2MKS)

A. Requires a double coincidence of wants

B. Requires use of money

C. Does not promote specialization

D. Involves a lot of paperwork

Answer: A

24. What is the main feature of a free market economy? (2MKS)

A. Government ownership of means of production

B. Consumer sovereignty

C. Government planning

D. Absence of private property

Answer: B

25. One of the following is not a source of government revenue: (2MKS)

A. Fines

B. Taxes

C. Salaries

D. Licenses

Answer: C

26. Which one of the following is not a feature of a public corporation? (2MKS)

A. Formed by an Act of Parliament

B. Profits are shared among members

C. Managed by a board of directors

D. Provides essential services

Answer: B

27. Which one of the following is an effect of inflation? (2MKS)

A. Increase in purchasing power

B. Increase in money value

C. Increase in cost of living

D. Reduction in wage demands

Answer: C

28. Which of the following is a reason for population census? (2MKS)

A. To determine literacy levels

B. To identify rich individuals

C. For economic planning

D. To list registered voters

Answer: C

29. Which one of the following is a type of unemployment? (2MKS)

A. Economic

B. Technological

C. Political

D. Structural

Answer: D

30. The following are methods of measuring national income EXCEPT: (2MKS)

A. Income method

B. Output method

C. Expenditure method

D. Input method

Answer: D

31. Which of the following is a benefit of economic development? (2MKS)

A. High death rates

B. Low life expectancy

C. High literacy levels

D. Poor infrastructure

Answer: C

32. The following are characteristics of direct taxes EXCEPT: (2MKS)

A. Paid by individuals

B. Based on income

C. Burden can be shifted

D. Imposed by the government

Answer: C

33. Which one of the following is a feature of a regressive tax system? (2MKS)

A. Tax rate increases with income

B. Higher income earners pay more

C. Tax rate decreases with income

D. Based on ability to pay

Answer: C

34. A reason why countries trade with each other is to: (2MKS)

A. Avoid international laws

B. Encourage monopoly

C. Obtain goods not produced locally

D. Increase taxation

Answer: C

35. Which of the following is a visible export? (2MKS)

A. Teaching services

B. Tourist visits

C. Agricultural products

D. Consultancy services

Answer: C

36. One of the following is not a function of money: (2MKS)

A. Measure of value

B. Store of wealth

C. Means of communication

D. Medium of exchange

Answer: C

37. Which of the following is a characteristic of a good tax system? (2MKS)

A. Complicated

B. Inequitable

C. Certain

D. Arbitrary

Answer: C

38. Terms of trade are said to be favourable when: (2MKS)

A. Value of imports equals value of exports

B. Import prices are higher than export prices

C. Export prices are higher than import prices

D. A country exports less

Answer: C

39. The following are roles of an entrepreneur EXCEPT: (2MKS)

A. Organizing production

B. Bearing business risks

C. Providing capital

D. Consuming goods

Answer: D

40. A country experiences economic growth when there is: (2MKS)

A. High poverty levels

B. Increase in national output

C. Low literacy rate

D. Political instability

Answer: B

41. Which of the following is a type of utility? (2MKS)

A. Time

B. Demand

C. Labour

D. Trade

Answer: A

42. What is the role of central bank in a country? (2MKS)

A. Accepting deposits from public

B. Giving loans to individuals

C. Issuing currency

D. Running businesses

Answer: C

43. A feature of monopoly is that: (2MKS)

A. There are many buyers and sellers

B. There is perfect information

C. Only one seller exists

D. Products are differentiated

Answer: C

44. Which of the following is a method of discouraging consumption of harmful goods? (2MKS)

A. Providing subsidies

B. Reducing taxes

C. Increasing taxes

D. Advertising

Answer: C

45. One of the following is not a cause of inflation: (2MKS)

A. Increase in demand

B. Increase in production

C. Increase in wages

D. Increase in cost of inputs

Answer: B

46. Occupational mobility of labour refers to: (2MKS)

A. Movement from one place to another

B. Movement from one job to another

C. Promotion at workplace

D. Changing working hours

Answer: B

47. A progressive tax system is one in which: (2MKS)

A. The tax rate decreases with income

B. The tax rate is the same for all

C. The tax rate increases with income

D. Poor people pay more tax

Answer: C

48. One of the following is not a source of capital: (2MKS)

A. Savings

B. Loans

C. Inheritance

D. Education

Answer: D

49. Which of the following is a function of a wholesaler? (2MKS)

A. Buying from consumers

B. Producing goods

C. Breaking bulk

D. Advertising products

Answer: C

50. The main aim of production is to: (2MKS)

A. Sell goods

B. Create employment

C. Satisfy human wants

D. Generate profits

Answer: C