

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

Answer: Organising

Question FBQ2 : Management is _____.

Answer: both art and science

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

Answer: Developmental

Question FBQ4 :

Delegation can fail on the part of _____.

Answer: Superior & subordinates

Question FBQ5 : Network control consists of _____ and review technique & critical path method

Answer: program evaluation

Question FBQ6 :

Areas where managers measure and what they measure are called _____.

Answer: strategic control points

Question FBQ7 : Purpose of organizing is not to _____ erring staff.

Answer: identify and punish

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

Answer: Interview

Question FBQ9 :

Vacant positions identification and placement of advertisement for the jobs is an aspect of ____.

Answer: Recruitment

Question FBQ10 :

The task of matching tasks to staff in planning process is called _____.

Answer: action programming

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

Answer: product-based

Question FBQ12 : _____ and concurrent controls are used interchangeably

Answer: Steering

Question FBQ13 :

Types of communication exclude _____ personal.

Answer: Extra

Question FBQ14 :

Type of organisational structure considering performance of shift work due to long hours of operation is called _____ structure.

Answer: Time-based

Question FBQ15 :

Responsibility deals with giving _____ on the job.

Answer: Report & account

Question FBQ16 :

_____ test is not a test in employment selection process.

Answer: Attitude

Question FBQ17 :

Model of production system does not include _____

Answer: Transformation

Question FBQ18 : <p style="text-align:justify">An organisation by comparing its performance against some metrics in other firms is involved in _____
Answer: Target management

Question FBQ19 : <p style="text-align:justify">Responsibility flows from _____
Answer: subordinate to superior

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

Question FBQ21 : <p style="text-align:justify">The use of tools, procedures and techniques of a specialized field in performing management is called _____.
Answer: Technical

Question FBQ22 : _____ is not a barrier to effective planning
Answer: Strong commitment

Question FBQ23 : Authority flows from _____ level.
Answer: top to the bottom

Question FBQ24 : Status is a _____ of a person/group
Answer: rank & position

Question FBQ25 : <p style="text-align:justify">Requirements for decision making exclude _____
Answer: problem context

Question FBQ26 : <p style="text-align:justify">Management problems amenable to the use of statistics and operation research exclude _____ problems.
Answer: Shipping

Question FBQ27 : Financial budgets include _____ budget.
Answer: cash & capital

Question FBQ28 : <p style="text-align:justify">Budgeting deals with _____.
Answer: cash and capital

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

Question FBQ30 : Every Top Management must possess more of one of the following skill
Answer: cost and expenditure

Question FBQ31 : Basically, there are.... levels of management.
Answer: Organising

Question FBQ32 : _____ is the process of integrating organisational activities.
Answer: Conceptual skill

Question FBQ33 : Professionalism in Management requires a body of _____
Answer: 3

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

Question FBQ35 : The foremost regulatory body for the practice of Management in Nigeria is _____
Answer: Codified Knowledge

Question MCQ1 : _____ is not a part of organisation structure.

Answer: Lower level

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

Answer: Nigerian Institute of Management

Question MCQ3 : Test and interview are under _____ sorting.

Answer: Organising

Question 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: Screening

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

Answer: selection

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

Answer: strategy

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

Answer: D. b and c

Question MCQ8 : Coordination deals with _____ of organisational activities.

Answer: Functional

Question MCQ9 : Lack of need attainment of employees results in _____

Answer: A. feed forward

Question MCQ10 : _____ is not a type of organisation chart.

Answer: C. a and b

Question MCQ11 : Job analysis determines _____ required to perform a job.

Answer: high labour turnover

Question MCQ12 : Marketing activities in a manufacturing organisation exclude

Answer: Diagonal

Question MCQ13 : Functions in production unit of a manufacturing firm include

Answer: D. a and b

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

Answer: process

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

Answer: all of the options

Question MCQ16 : Activities that support successful implementation of plan include _____.

Answer: MBE

Question MCQ17 : Structure is not a major method of structuring an organisation.

Answer: supervisory

Question MCQ18 : _____ is not a merit of delegation of authority.

Answer: all of the options

Question MCQ19 : Decentralisation is similar to _____.

Answer: none of the option

Question MCQ20 : _____ is not a limitation to informal organisation.

Answer: it increases labour turnover

Question MCQ21 : The first stage in decision-making process is _____.

Answer: delegation

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

Answer: Negative information

Question MCQ23 : _____ is not a type of control

Answer: identification of problem

Question MCQ24 : Organisation structure implies _____

Answer: change

Question MCQ25 : Recruitment means _____

Answer: consecutive

Question MCQ26 : _____ a form of orientation for new staff.

Answer: B. group of staff performing similar functions

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

Answer: collecting application from candidates

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

Answer: Induction

Question MCQ29 : _____ refers to decentralization in organisation structure except.

Answer: A. Strategy

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

Answer: tactical

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

Answer: A few staff have very strong power over others

Question MCQ32 : Organic functions of business firm exclude _____

Answer: feedback

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

Answer: coordination

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

Answer: quality control

Question MCQ35 : Strategic management includes _____.

Answer: corrective measure