

Question QFB1 : The persons in a formal _____ must be able to communicate with one another through the appropriate channels which have been created.

Answer: Organisation

Question QFB2 : The employees in a formal _____ must share a purpose.

Answer: Organisation

Question QFB3 : The workers in a formal _____ on the receipt of necessary directive from their manager must be willing to act.

Answer: Organisation

Question QFB4 : The informal organization is a network of personal and social relations not established or required by the _____ organization but arising spontaneously as people associate or come together.

Answer: Formal

Question QFB5 : The form of punishment that the informal group members can give to an erring _____ is to ostracize him.

Answer: Member

Question QFB6 : Production is to add _____ to goods or services.

Answer: Utility

Question QFB7 : Selling necessitates finding customers/clients who will agree to accept the product or service at a _____.

Answer: Price

Question QFB8 : Financing involves raising funds, safeguarding the funds against waste and expending the _____ in a manner that will maximize the objectives of the organization.

Answer: Funds

Question QFB9 : Each _____ tend to operate along its own area of specialization.

Answer: Department

Question QFB10 : An organization is supposed to operate as a _____, to the extent that what affects a part will automatically have effect on other parts.

Answer: Unit

Question QFB11 : Profit making is placed at a lower level that is, the respective _____ in the field are charged with the responsibility of making profit for the organization.

Answer: Managers

Question QFB12 : Product departmentation is the identification of necessary activities for the production and sales of _____.

Answer: Product

Question QFB13 : Responsibility for profit making is again placed at a lower level, just as the case in respect of _____ form of departmentation.

Answer: Geographic

Question QFB14 : But responsibility cannot be given without the commensurate _____.

Answer: Authority

Question QFB15 : Consequently, anything that will permit reasonable growth and diversity of products and/or services should be undertaken by the _____

Answer: Manager

Question QFB16 : Educational institutions offer regular and extension courses to serve different _____ of customers.

Answer: Groups

Question QFB17 : Banks also have departments that address the special needs of _____ such as savings, current, agriculture, housing, among others.

Answer: Customers

Question QFB18 : _____ departmentation develops some level of expertise on the organization members of staff.

Answer: Customer

Question QFB19 : Sometimes, it may be difficult to clearly define _____ groups so as to know the special services that they need.

Answer: Customer

Question QFB20 : Line relationship implies the _____ to take action and make decisions.

Answer: Authority

Question QFB21 : The line indicating the relationship in an _____ chart is usually a straight one that is not broken.

Answer: Organisation

Question QFB22 : One major advantage of line relationship is the clarity it gives to the _____

Answer: Manager

Question QFB23 : Another advantage of Line relationship is that it makes the _____ to know who the subordinates are that will report directly to him.

Answer: Manager

Question QFB24 : Line authority also enables the _____ to appreciate and recognize their boss.

Answer: Subordinates

Question QFB25 : Staff manger may recommend necessary desirable changes in line with the changes in the _____ environment of the organization, etc.

Answer: External

Question QFB26 : The assignment of _____ with the corresponding authority is usually made to the manager and the subordinates that report to him.

Answer: Responsibility

Question QFB27 : Imperative of functional authority makes the _____ to exercise his authority by employing his expertise on matters relating to his training.

Answer: Manager

Question QFB28 : Imperative of functional authority also makes everyone on the _____ to know who is to do what at every point in time.

Answer: Organization

Question QFB29 : The role of the staff _____ is simply to advice.

Answer: Manager

Question QFB30 : When a plan fails, the line manager will like to blame the _____ manager for providing a poor plan.

Answer: Staff

Question QFB31 : The staff manager can on his own side would return the blame on the line _____ for not acting correctly accordingly to guidelines provided in the advice.

Answer: Manager

Question QFB32 : _____ is simply the manner of doing something to get a desired output.

Answer: Technology

Question QFB33 : As a result of changes in _____, the work of the line managers may become simplified.

Answer: Technology

Question QFB34 : When the line _____ is doing so many activities, it was difficult to monitor, check and control his activities.

Answer: Manager

Question QFB35 : Many staff managers, once employed, are associated with bringing changes and _____

Answer: Innovations

Question MCQ1 : A realistic assessment needs to be made concerning the _____ strengths and weaknesses.

Answer: Organization

Question MCQ2 : For the Nigerian environment which is erratic and turbulent, short term objective is usually less than _____ year.

Answer: One

Question MCQ3 : In respect of the Nigerian environment, the middle term objective is usually lesser than _____ years.

Answer: Five

Question MCQ4 : The middle term and long term objectives are usually formulated through corporate objectives and _____ statements.

Answer: Mission

Question MCQ5 : A business organization must have a/an _____ showing its nature, that is its mission statement.

Answer: Objective

Question MCQ6 : Management should not only think of the immediate needs of the _____ but also their future needs as well.

Answer: Customers

Question MCQ7 : Every _____ wishes to survive, to be able to survive demands the provision of goods and/or services which the customers need.

Answer: Organization

Question MCQ8 : A business organization grows or dies especially in a competitive _____.

Answer: Environment

Question MCQ9 : _____ is a quantity shift from one point positively to another point.

Answer: Growth

Question MCQ10 : The very survival of an _____ dictates that a certain minimum profit has to be made.

Answer: Organization

Question MCQ11 : Profit is important also because it measures the

performance of _____ in a business organization.

Answer: Management

Question MCQ12 : For a manager to perform well and be seen to be performing creditably, he needs some _____ which must be brought to bear in his functions.

Answer: Skills

Question MCQ13 : Increasing productivity lowers unit cost of the _____.

Answer: Product

Question MCQ14 : Technical skills form the knowledge of and proficiency in activities involving methods, procedures and _____.

Answer: Processes

Question MCQ15 : Human skills are the ability to _____ with people.

Answer: Work

Question MCQ16 : _____ skill is the ability to see the big picture of the end in view (objective) of where you are going.

Answer: Conceptual

Question MCQ17 : _____ is a management function that reduces areas of uncertainty that surround management decision.

Answer: Forecasting

Question MCQ18 : _____ is aimed at calculating or predicting what is likely going to happen in the future.

Answer: Forecasting

Question MCQ19 : _____ attempts to bring necessary actions and fit them together to something we want to make sense of before it happens.

Answer: Planning

Question MCQ20 : _____ and decision making cannot take place unless there is data.

Answer: Planning

Question MCQ21 : Company records are also part of the _____ which have to be processed.

Answer: Data

Question MCQ22 : Outcome of _____ can also be part of the data if such outcome is relevant to the issue.

Answer: Researches

Question MCQ23 : The _____ should determine the required resources needed in selecting an option.

Answer: Management

Question MCQ24 : Job _____ should be developed spelling out the necessary activities to be done, who is to do them, how they are going to be done and at what time.

Answer: Plan

Question MCQ25 : While _____, there must be control and feedback.

Answer: Implementing

Question MCQ26 : The effectiveness of _____ depends on the quality of data gathered and the assumptions made from them.

Answer: Planning

Question MCQ27 : _____ is expensive as it involves considerable amount of time and money

Answer: Planning

Question MCQ28 : In business or government or even in football there are _____

Answer: People

Question MCQ29 : Every position has roles and the _____ occupying the position must play his role otherwise he has no business being there.

Answer: Person

Question MCQ30 : The marketing manager through organizing, for example, knows he is to perform _____ activities such, etc.

Answer: Marketing

Question MCQ31 : Organizing again makes it possible to identify who is responsible for what _____.

Answer: Result

Question MCQ32 : In an organization, nothing would be done without _____.

Answer: Communication

Question MCQ33 : Decision making involves communication; forecasting and planning cannot be done in the absence of _____.

Answer: Communication

Question MCQ34 : In management there are two types of organizations, which are formal organization and _____ organization.

Answer: Informal

Question MCQ35 : A _____ organization which is a social system has its roles deliberately created so that the objectives of the organization can be achieved.

Answer: Formal