

1-**Most of the -----of our university are busy all the time.**

- | | | | |
|-------------------|-------------------|-------------------|--------------|
| 1. administrative | 2. administration | 3. administrators | 4. personnel |
|-------------------|-------------------|-------------------|--------------|

2-**.....as a form of organization ,is attractive for the control and administration of large organization ,such as the civil services or large companies.**

- | | | | |
|---------------|----------------|-----------------|-------------------|
| 1. occupation | 2. Bureaucracy | 3. organization | 4. administration |
|---------------|----------------|-----------------|-------------------|

3-**The -----of a chairman is to lead and control meetings.**

- | | | | |
|------------|---------------|----------------|-------------|
| 1. capital | 2. commission | 3. shortcoming | 4. function |
|------------|---------------|----------------|-------------|

4-**The term occupation refers to ones usual or principal work or business,especially as a means of earning a living. "occupation" means-----.**

- | | | | |
|--------------|---------------|--------------|------------|
| 1. executive | 2. employment | 3. personnel | 4. officer |
|--------------|---------------|--------------|------------|

5-**The government must evolve new -----to reduce unemployment.**

- | | | | |
|-------------|-----------|------------|------------|
| 1. policies | 2. staffs | 3. demands | 4. profits |
|-------------|-----------|------------|------------|

6-**The government has -----a large capital for building a new school.**

- | | | | |
|--------------|----------------|--------------|--------------|
| 1. allocated | 2. accountable | 3. consensus | 4. encourage |
|--------------|----------------|--------------|--------------|

7-**The big company has a -----way of doing most things.**

- | | | | |
|----------|--------------|--------------|--------------|
| 1. chain | 2. authority | 3. corporate | 4. consensus |
|----------|--------------|--------------|--------------|

8-**The term -----refers to an orderly arrangement of position in an organization on the basis of increasing responsibility and authority as one moves towards the top.**

- | | | | |
|-------------|----------|--------------|-------------|
| 1. politics | 2. ranks | 3. hierarchy | 4. planners |
|-------------|----------|--------------|-------------|

9-**The business of the committee was delayed by -----difficulties.**

- | | | | |
|-------------|---------------|---------------|-----------|
| 1. planning | 2. procedural | 3. commercial | 4. actual |
|-------------|---------------|---------------|-----------|

10-**It was a lengthy speech but he made only few -----points.**

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- | | | | |
|----------------|--------------|-----------|------------|
| 1. substantive | 2. hazardous | 3. faulty | 4. orderly |
|----------------|--------------|-----------|------------|

11-**In the private sector,the term -----commonly refers to those persons in the line positions.**

- | | | | |
|--------------|-------------------|---------------|----------|
| 1. authority | 2. administration | 3. management | 4. staff |
|--------------|-------------------|---------------|----------|

12-**The government advocates a reduction in military spending."To advocate" means-----.**

- | | | | |
|---------------------|---------------|-------------|------------------|
| 1. to differentiate | 2. to support | 3. to avoid | 4. to contribute |
|---------------------|---------------|-------------|------------------|

13-**The job of a politician is to serve the whole-----.**

- | | | | |
|---------------|---------------|--------------|---------------|
| 1. government | 2. enterprise | 3. community | 4. colleagues |
|---------------|---------------|--------------|---------------|

14-He -----his employer of thousands of dollars.

- | | | | |
|--------------|--------------|----------------|---------------|
| 1. defrauded | 2. proceeded | 3. appreciated | 4. supervised |
|--------------|--------------|----------------|---------------|

15-He would not have succeeded in such a risky business if he had not been such a clever-----.

- | | | | |
|------------------|---------------|---------|-----------------|
| 1. authoritarian | 2. generalist | 3. aide | 4. entrepreneur |
|------------------|---------------|---------|-----------------|

16-He -----15 men to carry his heavy bags.

- | | | | |
|----------|-----------|----------|---------|
| 1. leger | 2. fiscal | 3. hired | 4. apex |
|----------|-----------|----------|---------|

17-Companies must be able to compete in the -----.

- | | | | |
|----------------|-----------------|---------------|----------|
| 1. marketplace | 2. organization | 3. enterprise | 4. leger |
|----------------|-----------------|---------------|----------|

18-The man received a gift for meritorious service to his employer."merotorious" means-----.

- | | | | |
|-------------|-----------|-----------|-------------|
| 1. position | 2. agency | 3. reward | 4. official |
|-------------|-----------|-----------|-------------|

19-He is a strict -----manager and his employees dont like him.

- | | | | |
|-----------------|-----------------|------------------|-------------|
| 1. professional | 2. stock broker | 3. authoritarian | 4. peaceful |
|-----------------|-----------------|------------------|-------------|

20-The workers feared their master. "master " means-----.

- | | | | |
|-----------------|---------------|-------------|---------------|
| 1. commissioner | 2. leadership | 3. employer | 4. supervisor |
|-----------------|---------------|-------------|---------------|

21-Decision-making on a day- to-day basis will be -----to team managers.

- | | | | |
|-----------|--------|-----------|--------------|
| 1. failed | 2. run | 3. proved | 4. delegated |
|-----------|--------|-----------|--------------|

22-A group of people authorized to carry out a task is referred to as -----.

- | | | | |
|--------------|---------------|--------------|-----------|
| 1. applicant | 2. commission | 3. personnel | 4. agency |
|--------------|---------------|--------------|-----------|

23-The city council is -----by the mayor.

- | | | | |
|-----------------|----------------|--------------|-------------|
| 1. preside over | 2. interpreted | 3. impressed | 4. dictated |
|-----------------|----------------|--------------|-------------|

24-A number of people who report to manager within an organization is called-----.

- | | |
|---------------------|--------------------|
| 1. unity of command | 2. presided over |
| 3. chain of command | 4. span of control |

25-The members of the committee should have executive ability for the administration of public affairs."executive" means-----.

- | | | | |
|-----------|-----------|----------|----------|
| 1. مدیریت | 2. اجرایی | 3. سیاسی | 4. تجاری |
|-----------|-----------|----------|----------|

26-The recruitment team is in charge of recruiting new employees."recruiting" means-----.

- | | | | |
|----------|-----------|------------|-----------|
| 1. نظارت | 2. خط مشی | 3. استخدام | 4. مشارکت |
|----------|-----------|------------|-----------|

27-They discussed the bifurcation of politics between American and England."bifurcation" means-----.

- | | | | |
|----------|----------|-----------|---------|
| 1. تفکیک | 2. ابعاد | 3. گسترده | 4. جنبه |
|----------|----------|-----------|---------|

28-the boss is always friendly to his subordinates. "subordinates" means-----.

- | | | | |
|-----------|-----------|-------------|-----------|
| 1. مقامات | 2. ناظرین | 3. زیردستان | 4. مدیران |
|-----------|-----------|-------------|-----------|

29-29-He is going to speak about governments Fiscal policy."fiscal" means-----.

- | | | | |
|---------|-----------|-------------|---------|
| 1. مالی | 2. صادرات | 3. نرخ بهره | 4. تورم |
|---------|-----------|-------------|---------|

30-30-The employees are considering ways to increase the productivity. "productivity" means-----.

- | | | | |
|-----------------|---------------|-------------|---------------|
| 1. سرمایه گذاری | 2. تولید کردن | 3. بهره وری | 4. تقویت کردن |
|-----------------|---------------|-------------|---------------|

١	ج
٢	ب
٣	د
٤	ب
٥	الف
٦	الف
٧	ج
٨	ج
٩	ب
١٠	الف
١١	ج
١٢	ب
١٣	ج
١٤	الف
١٥	د
١٦	ج
١٧	الف
١٨	ج
١٩	ج
٢٠	ج
٢١	د
٢٢	ب
٢٣	الف
٢٤	د
٢٥	ب
٢٦	ج
٢٧	الف
٢٨	ج
٢٩	الف
٣٠	ج

Choose 1,2,3 or 4 which best completes the sentence.

1-The governmental responsibility tothe public interest distinguishes public administration from private management.

1. promote 2. allocate 3. run 4. defraud

2-The remoteness of markets in the public sector makes it difficult to assess the worth and of public administrative operations.

1. delegation 2. efficiency 3. commission 4. boss

3-the word refers to an orderly arrangement of positions in an organization on the basis of increasing responsibility.

1. efficiency 2. agency 3. hierachy 4. politics

4-refers to the measure of production achievement or efficiency comparing the quantity of output with the use of necessary resources.

1. Productivity 2. Authority 3. Accountability 4. participative

5-It is their duty to serve the, not to destroy it.

1. revenue 2. recruitment 3. community 4. position

6- In condition ofthere is a rise in unemployment as labour becomes too costly.

1. enterprise 2. entrepreneur 3. expertise 4. inflation

7-She was..... of her money by a dishonest accountant.

1. financed 2. defrauded 3. fired 4. bluerd

8-His readiness and practical ability to move from one.....to another is surprising. He has got very different jobs in a relatively short time.

1. Executive 2. Manager 3. Business 4. Occupation

9-A(n)system may have excessive or complicated official routine.

1. bureaucracy 2. bureaucratic 3. administration 4. administrative

10-The private sector must turn to the public sector's courts and police power tothe contracts. www.nashr-estekhdam.ir

1. exhibit 2. defraud 3. spawn 4. enforce

11-Public administrative operations enable government to provide services and products that would not be provided by private at all.

1. merit 2. retention 3. enterprise 4. support

12-He managed to maintain his of the party despite heavy opposition.

- | | | | |
|---------------|-------------|------------|----------|
| 1. Leadership | 2. Delegate | 3. Command | 4. Board |
|---------------|-------------|------------|----------|

13-A person who practices a profession, a skill or something specified is.....

- | | | | |
|------------|-----------------|-----------------|-----------------|
| 1. Manager | 2. Practitioner | 3. Professional | 4. bureaucratic |
|------------|-----------------|-----------------|-----------------|

14-A person who buys goods or uses services is called.....

- | | | | |
|-------------|--------------|-----------------|-----------------|
| 1. consumer | 2. expertise | 3. business man | 4. professional |
|-------------|--------------|-----------------|-----------------|

15-a senior scienist heads up a team of colleagues ."colleague" means.....

- | | |
|-------------------------------|-------------------------|
| 1. worker of a firm | 2. manager of a company |
| 3. person with whom one works | 4. feeling of pleasure |

16-A person who has others working for him or under him is called

- | | | | |
|-----------|------------|------------|----------|
| 1. master | 2. command | 3. failure | 4. value |
|-----------|------------|------------|----------|

17-A group of people controlling a company or some other organization is called.....

- | | | | |
|---------|---------|----------|------------------|
| 1. apex | 2. body | 3. board | 4. line function |
|---------|---------|----------|------------------|

In each sentence choose the best meaning of underlined word.

18-The job had to be delegated to an assistant.

1. Line of command
2. Entrust duties to somebody in a lower grade
3. Group of people working or acting as a unit
4. Having power to advise

19-The boss is always friendly to his subordinates. The underlined word means.....

1. Responsible
2. Top or highest point
3. Person in charge of a meeting
4. Person who is of lesser rank in an organization

20-He advocates a policy of gradual reforms.

- | | | | |
|------------|-----------|-----------|------------|
| 1. support | 2. Income | 3. reject | 4. prevent |
|------------|-----------|-----------|------------|

1	الف
2	ب
3	ج
4	الف
5	ج
6	د
7	ب
8	د
9	ب
10	د
11	ج
12	الف
13	ب
14	الف
15	ج
16	الف
17	ج
18	ب
19	د
20	الف

1-We may think that definitions of public adminstration are mind- paralyzing. The word " Mind-paralyzing" means

- | | | | |
|----------------|----------------|------------------|--------------|
| 1. خیال پردازی | 2. تقویت حافظه | 3. فلج کننده فکر | 4. جنون فکری |
|----------------|----------------|------------------|--------------|

2-The private organization suffers constraints but these usually hinge on its need to make a profit.The word " Constraint" means

- | | | | |
|---------|---------|---------|------------|
| 1. صدمه | 2. مزیت | 3. ارزش | 4. محدودیت |
|---------|---------|---------|------------|

3-Company policy is recorded to providefor decision- making.

- | | | | |
|------------|------------|---------------|---------|
| 1. affairs | 2. members | 3. guidelines | 4. jobs |
|------------|------------|---------------|---------|

4-They do not do much business with foreign companies . The word " Business" means

- | | | | |
|---------------|------------|-------------|-------------|
| 1. employment | 2. pursuit | 3. commerce | 4. approach |
|---------------|------------|-------------|-------------|

5-The process of public administration consists of the actions involved in effecting the intent orof a government .

- | | | | |
|-----------|------------|---------------|--------------|
| 1. desire | 2. welfare | 3. difference | 4. structure |
|-----------|------------|---------------|--------------|

6-Public administration as a field is mainly concerned with the means forpolitical values.

- | | | | |
|--------------|---------------|------------|-----------------|
| 1. disputing | 2. initiating | 3. linking | 4. implementing |
|--------------|---------------|------------|-----------------|

7-He allocated each of us our task. The word " Allocate " means

- | | | | |
|-----------|----------|------------|------------|
| 1. employ | 2. allot | 3. account | 4. produce |
|-----------|----------|------------|------------|

8-refers to an orderly arrangement of positions in an organization on the basis of increasing responsibility and authority as one moves towards the top.

- | | | | |
|-------------|-----------------|--------------|----------------|
| 1. planning | 2. Productivity | 3. Hierarchy | 4. Rationality |
|-------------|-----------------|--------------|----------------|

9-.....includes defining goalds , establishing strategy , and developing plans to coordinate activities. www.nashr-estekhdam.ir

- | | | | |
|----------------|--------------|---------------|-------------|
| 1. Bifurcation | 2. Authority | 3. management | 4. Planning |
|----------------|--------------|---------------|-------------|

10-may be defined as the rights inherent in a managerial position to give orders and expect the orders to be obeyed.

- | | | | |
|--------------|-------------|----------------|------------------|
| 1. Authority | 2. Approach | 3. Arrangement | 4. Participation |
|--------------|-------------|----------------|------------------|

11-issues refer to conceptual or abstract concerns such as goals , objectives , means , ends, values ,and priorities.

- | | | | |
|-----------------|----------------|---------------|------------------|
| 1. considerable | 2. substantive | 3. procedural | 4. communicative |
|-----------------|----------------|---------------|------------------|

12-The followings are regarded as the procedural issues except

- | | |
|---------------|-------------------------|
| 1. efficeincy | 2. planning |
| 3. politics | 4. method of evaluation |

13-She wasof her money by a dishonest accountant.

- | | | | |
|--------------|---------------|----------|--------------|
| 1. delegated | 2. formulated | 3. fired | 4. defrauded |
|--------------|---------------|----------|--------------|

14- In conditions of inflation there is a rise in unemployment as labour becomes too costly .The word " Inflation" means

- | | |
|-------------------------|----------------------------------|
| 1. the rise in prices | 2. the control of public affairs |
| 3. the rise of services | 4. the process of losing money |

15-In the united states civil service ,is a system or practice in which persons are hired and promoted on the basis of ability rather than patronage.

- | | |
|---------------------|-------------------|
| 1. personnel system | 2. civil system |
| 3. merit system | 4. complex system |

16-Stockbrokers and investors in private corporations demandfor their dollars.

- | | |
|------------------------------------|--------------------------------|
| 1. Hiring and evaluation | 2. Planning and controlling |
| 3. Coordination and accountability | 4. efficiency and productivity |

17-principle of management stating that each subordinate should report to any one superior is called as

- | | |
|---------------------|---------------------|
| 1. span of control | 2. chain of command |
| 3. unity of command | 4. field manager |

18-A tightleads to decisions being made and policies being formulated too far from the scence of action itself.

- | | |
|---------------------|---------------------|
| 1. span of control | 2. chain of command |
| 3. unity of command | 4. leadership |

19-She has a seat on the board of directors of a large company. The word " Board" means

- | | | | |
|-----------|---------|------------|----------|
| 1. master | 2. duty | 3. council | 4. unity |
|-----------|---------|------------|----------|

20-Tomeans to pass on authority and responsibility to someone else in an organization.

- | | | | |
|-----------|------------|------------|-------------|
| 1. govern | 2. produce | 3. oversee | 4. delegate |
|-----------|------------|------------|-------------|

1	ج
2	د
3	ج
4	ج
5	الف
6	د
7	ب
8	ج
9	د
10	الف
11	ب
12	ج
13	د
14	الف
15	ج
16	د
17	ج
18	الف
19	ج
20	د

1-A group of people brought together by common, procedure and management in the use of resources toward defined common goals are called

- | | | | |
|--------------|---------------|----------------|-----------------|
| 1. operation | 2. occupation | 3. exploration | 4. organization |
|--------------|---------------|----------------|-----------------|

2-A position implies for corporate action and a function implies duty.

- | | | | |
|----------------|--------------|--------------|-----------------|
| 1. rationality | 2. authority | 3. community | 4. productivity |
|----------------|--------------|--------------|-----------------|

3-He his sister of her share of the land.

- | | | | |
|---------------|--------------|--------------|------------|
| 1. confronted | 2. disturbed | 3. defrauded | 4. avoided |
|---------------|--------------|--------------|------------|

4-The money received by a business as a result of its trading activity is called

- | | | | |
|------------|--------------|-------------|--------------|
| 1. revenue | 2. hierarchy | 3. practice | 4. stability |
|------------|--------------|-------------|--------------|

5-According to the principle of, a subordinate should have only one superior to whom he or she is directly responsible.

- | | |
|----------------------|---------------------|
| 1. line function | 2. unity of command |
| 3. advisory function | 4. chain of command |

6-The chancellors are to the president of the entire university.

- | | | | |
|--------------|-----------------|-----------|----------------|
| 1. potential | 2. quantifiable | 3. fiscal | 4. accountable |
|--------------|-----------------|-----------|----------------|

7-If you are successful, you can expect

- | | | | |
|----------------|--------------|--------------|------------|
| 1. bifurcation | 2. consensus | 3. promotion | 4. command |
|----------------|--------------|--------------|------------|

8-The private sector must turn to the public sector's courts and police power to the contracts.

- | | | | |
|------------|----------|------------|----------|
| 1. enforce | 2. leave | 3. finance | 4. share |
|------------|----------|------------|----------|

9-We were amazed at his on planning.

- | | | | |
|---------------|--------------|---------------|--------------|
| 1. bureaucrat | 2. retention | 3. commission | 4. expertise |
|---------------|--------------|---------------|--------------|

10-He succeeded in the of his ideas.

- | | | | |
|----------------|---------------|-------------------|---------------|
| 1. corporation | 2. department | 3. implementation | 4. enrollment |
|----------------|---------------|-------------------|---------------|

11-He got some information from an authoritative source. "authoritative "means

- | | | | |
|--------------|-------------|--------------|-------------|
| 1. pervasive | 2. reliable | 3. executive | 4. peaceful |
|--------------|-------------|--------------|-------------|

12-Substantive issues refer to conceptual or abstract concerns." substantive "means

- | | | | |
|-------------|-------------|-----------|--------------|
| 1. especial | 2. official | 3. actual | 4. political |
|-------------|-------------|-----------|--------------|

13- The manager fired her for stealing money from the bank. "fire" means

- 1. dismiss
- 2. fund
- 3. support
- 4. cheat

14- John was hired to oversee the construction crew. "oversee" means

- 1. provide money
- 2. carry out
- 3. entrust duties
- 4. watch over

15- This sort of work demands great patience. "demand" means

- 1. assign
- 2. require
- 3. attend
- 4. achieve

16- Efficiency evaluation is the use of systematic research methods to assess whether or not a program is achieving its goal. "efficiency evaluation" means

- 1. هماهنگی کاری
- 2. ارزیابی کارایی
- 3. واگذاری اختیار
- 4. اثربخشی عملکرد

17- The city council is presided over by the mayor. "presided over" means

- 1. ترویج کردن
- 2. اداره کردن
- 3. آشکار کردن
- 4. جستجو کردن

18- In private sector, the term management commonly refers to those persons in line positions. "private sector" means

- 1. فرآیند تخصصی
- 2. بخش دولتی
- 3. فرآیند عمومی
- 4. بخش خصوصی

19- Women may receive some preference in recruitment process for public sector. "recruitment" means

- 1. بهره وری
- 2. استخدام
- 3. سرپرستی
- 4. اخراج

20- In conditions of inflation there is a rise in unemployment as labour becomes too costly. "inflation" means

- 1. حمایت
- 2. تعارض
- 3. محدودیت
- 4. تورم

1	د
2	ب
3	ج
4	الف
5	ب
6	د
7	ج
8	الف
9	د
10	ج
11	ب
12	ج
13	الف
14	د
15	ب
16	ب
17	ب
18	د
19	الف
20	د

1-The distribution of part of the earning of a company to its shareholders is called-----.

- 1. investment
- 2. dividened
- 3. contraction
- 4. debt

2-The food company has many -----shops throughout the western part of Europe.

- 1. retail
- 2. sole trader
- 3. revenue
- 4. purchase

3-The-----is a relationship which subsists between persons carrying on a business in common with a view to profit.

- 1. stockholder
- 2. middle man
- 3. manager
- 4. partnership

4-Two companies have reached a(n) -----to divide the money into equal parts.

- 1. market
- 2. negotiate
- 3. agreement
- 4. union

5-He has taken a 50 % stake in the business.

- 1. refuse
- 2. share
- 3. sell
- 4. give

6-The practice of creating a unique name for a product and giving marketing support to that name is called-----.

- 1. costing
- 2. pricing
- 3. branding
- 4. advertising

7-The two business clinched the deal quickly.

- 1. comfirmed
- 2. devoted
- 3. pressed
- 4. sold

8-The manager -----his employees performance constantly through TV screen.

- 1. supplies
- 2. finances
- 3. monitors
- 4. gives

9-He devoted his efforts to his managerial task.

- 1. lose
- 2. sold
- 3. increased
- 4. dedicated

10-The new director of his company is likely to make major changes in -----.

- 1. personnel
- 2. sponsor
- 3. network
- 4. pinpoint

11-The demonstration is a -----of dissatisfaction among the workers.

- 1. executive
- 2. operational
- 3. symptom
- 4. orient

12-One who specializes in managing the financial accounts of business and industry is called-----.

- 1. manager
- 2. accountant
- 3. buyer
- 4. investor

13-The employers considering ways to increase the -----of the factory.

- 1. productivity
- 2. security
- 3. emotion
- 4. fatigue

14-There is high -----over price rises for food and utilities like heating and telephone calls.

- | | | | |
|---------|---------|--------------|-----------|
| 1. loss | 2. gain | 3. inflation | 4. profit |
|---------|---------|--------------|-----------|

15-The performance of some workers should be enhanced by giving them extrinsic rewards.

- | | | | |
|------------|-----------|------------|-------------|
| 1. related | 2. agreed | 3. assumed | 4. improved |
|------------|-----------|------------|-------------|

16-The auditors will conduct regular checks on all financial transactions.

- | | | | |
|-----------|-------------|----------|---------|
| 1. extend | 2. payments | 3. taxes | 4. gaps |
|-----------|-------------|----------|---------|

17-The company plans to -----its operation into another countries.

- | | | | |
|-----------|----------------|---------|----------|
| 1. extend | 2. investigate | 3. make | 4. store |
|-----------|----------------|---------|----------|

18-A balance between two situations in order to get an acceptable result is called-----.

- | | | | |
|------------|----------------|--------------|----------------|
| 1. pay off | 2. accountable | 3. trade off | 4. sole trader |
|------------|----------------|--------------|----------------|

19-The magazine will be published quarterly.

- | | |
|------------|----------------------|
| 1. monthly | 2. weekly |
| 3. yearly | 4. four times a year |

20-A business activity or project in which two or more companies have invested together is called-----.

- | | | | |
|------------------|--------------|-----------|--------------|
| 1. Joint venture | 2. franchise | 3. patent | 4. life span |
|------------------|--------------|-----------|--------------|

21-This company has -----agreements that allow it to use some of computer associates software.

- | | | | |
|------------|-------------|--------------|-------------|
| 1. license | 2. licensee | 3. licensing | 4. licensor |
|------------|-------------|--------------|-------------|

22-The basic systems and equipment needed for an industry or business to operate successfully or for an activity to happen is called-----.

- | | | | |
|--------------------|-------------------|------------|--------------|
| 1. generic product | 2. infrastructure | 3. augment | 4. shortfall |
|--------------------|-------------------|------------|--------------|

23-They need an advertising -----for the new campaign.

- | | | | |
|-----------|---------|-----------|-------------|
| 1. slogan | 2. host | 3. survey | 4. on going |
|-----------|---------|-----------|-------------|

24-A group of customers that share similar characteristics, such as age,income,interests and social class is called-----.

- | | |
|-----------------|---------------------------|
| 1. return | 2. horizontal integration |
| 3. mass product | 4. market segment |

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25-This is a critical time for small business ,which faces a -----of start up financing.

- | | | | |
|----------|------------|-----------|------------|
| 1. trait | 2. entrant | 3. dearth | 4. rivalry |
|----------|------------|-----------|------------|

26- Internal auditors can not report to an accounting or financial officer.

- 1. هیات مدیره
- 2. حسابرسان
- 3. سرمایه داران
- 4. بازرگانان

27- In the past producers ignored the potential 25% added value that could be gained from selling as jewellery .

- 1. تولید افزوده
- 2. محدودیت ایجاد شده
- 3. ارزش افزوده
- 4. داده پردازی

28- The pay off of this company was not very satisfactory last month.

- 1. پرداخت
- 2. سود دهی
- 3. باز خورد
- 4. باز دهی

29- There is a high wage level in this industry.

- 1. دستمزد
- 2. سهم
- 3. اوراق بهادار
- 4. خرده فروش

30- The main function of the middle man is to facilitate the exchange process.

- 1. معامله
- 2. فروش
- 3. واسطه
- 4. مالکیت

ب	1
الف	2
د	3
ج	4
ب	5
ج	6
الف	7
ج	8
د	9
الف	10
ج	11
ب	12
الف	13
ج	14
د	15
ب	16
الف	17
ج	18
د	19
الف	20
ج	21
ب	22
الف	23
د	24
ج	25
ب	26
ج	27
د	28
الف	29
ج	30

1- Many firms entering international markets start by exporting or importing.

- | | | | |
|------------|-----------|--------------|----------|
| 1. general | 2. global | 3. financial | 4. local |
|------------|-----------|--------------|----------|

2- To work in this firm, I need employees withof loyalty and truthfulness.

- | | | | |
|------------|------------|----------|--------------|
| 1. virtues | 2. fatigue | 3. issue | 4. operation |
|------------|------------|----------|--------------|

3- I have been.....with the power to implement changes in our company.

- | | | | |
|-------------|-----------|--------------|---------|
| 1. incurred | 2. vested | 3. subsisted | 4. sued |
|-------------|-----------|--------------|---------|

4-is the money received by a business as a result of its trading activity.

- | | | | |
|---------|-----------|-------------|------------|
| 1. Debt | 2. Retail | 3. Property | 4. Revenue |
|---------|-----------|-------------|------------|

5- The manager asked the accounts department about invoices that was not his..... .

- | | | | |
|----------|---------|-------------|-----------|
| 1. price | 2. sale | 3. preserve | 4. market |
|----------|---------|-------------|-----------|

6- The activities of this company are very diffuse.

- | | | | |
|-----------|----------|---------------|-------------|
| 1. stable | 2. legal | 3. spread out | 4. feasible |
|-----------|----------|---------------|-------------|

7- The main function of.....is to protect its contents in transit, in storage and in use.

- | | | | |
|--------------|----------------|----------------|--------------|
| 1. packaging | 2. negotiation | 3. designation | 4. publicity |
|--------------|----------------|----------------|--------------|

8- Aproduct is an unique product or service designed to a customer's requirements.

- | | | | |
|----------------|---------|-------------|-----------------|
| 1. promotional | 2. mass | 3. delicate | 4. custom-built |
|----------------|---------|-------------|-----------------|

9- The top managers alwaysthe important decisions they have to make.

- | | | | |
|----------------|-----------|-----------|-----------|
| 1. contemplate | 2. refuse | 3. strike | 4. impede |
|----------------|-----------|-----------|-----------|

10- There are many complicatedfor communicating successfully among us.

- | | | | |
|-----------------|----------------|----------|-------------|
| 1. subordinates | 2. impediments | 3. goals | 4. accounts |
|-----------------|----------------|----------|-------------|

11- This factory will make up the most valuable raw materials in our country.

- | | | | |
|-------------|-----------|------------|-----------|
| 1. pinpoint | 2. strive | 3. prepare | 4. reject |
|-------------|-----------|------------|-----------|

12- Our products eventuallythroughout the world.

- | | | | |
|--------------|--------------|-------------|----------------|
| 1. impresses | 2. conferred | 3. hindered | 4. distributed |
|--------------|--------------|-------------|----------------|

13- If employer maintains good relationship with employees it willin a good result.

- | | | | |
|--------------|----------------|--------------|--------------|
| 1. culminate | 2. deteriorate | 3. intervene | 4. eliminate |
|--------------|----------------|--------------|--------------|

- 14- Maslow's Theory proceeds on the premise that an individual has a variety of needs.
1. behavior
 2. status
 3. moral
 4. idea
- 15- Our association has with several international committees.
1. succession
 2. proportion
 3. ownership
 4. affiliation
- 16- The agreement was signed in the of two managers.
1. fulfillment
 2. presence
 3. monitoring
 4. task
- 17- Firms try to involve in less competitive situations in order to enhance their sales.
1. obey
 2. clamp
 3. improve
 4. tighten
- 18- Wage control is the of the government's economic policy.
1. budget
 2. assets
 3. cornerstone
 4. stubbornness
- 19- He was responsible for imposing on raw materials.
1. inventory
 2. concession
 3. investment
 4. tariff
- 20- The factory was closed for failing to with government safety regulations.
1. tighten
 2. augment
 3. destroy
 4. comply
- 21- This new accounting system enables the classifying process to work smoothly and efficiently.
1. regularly
 2. differently
 3. externally
 4. inevitably
- 22- is the money involved in a business enterprise which is invested in goods, equipment or property used to produce wealth.
1. Taxes
 2. Loan
 3. Capital
 4. Account
- 23- The manager has no more time. you should say the main points not
1. projects
 2. details
 3. trades
 4. capitals
- 24- This strike may have been in retaliation for your recent behavior.
1. اعتصاب
 2. ترفیع
 3. تعرفه
 4. اخطار
- 25- The top manager is looking for a supervisor with a real senses of commitment .
1. محدودیت
 2. تعهد
 3. موازنه
 4. توازن
- 26- Franchising is one of the fastest-growing forms of international
1. exporting
 2. importing
 3. distributing
 4. licensing

27- The first and last measure of customer satisfaction is whether the products live up to customer expectations or not.

1. برآورده کردن
2. سردرگم کردن
3. سرمایه گذاری
4. تمديد کردن

28- You need an advertisingfor your new products.

1. gurantee
2. ratio
3. slogan
4. gap

29- His eagerness for hard working is one of his best

1. failure
2. threats
3. shortfalls
4. traits

30- Firms can increase their profitability in industries if they have weak competitors and suppliers.

1. سود دهی
2. موجودی انبار
3. گواهی اختراع
4. بهره وری

1	ب
2	الف
3	ب
4	د
5	ج
6	ج
7	الف
8	د
9	الف
10	ب
11	ج
12	د
13	الف
14	د
15	د
16	ب
17	ج
18	ج
19	د
20	د
21	الف
22	ج
23	ب
24	الف
25	ب
26	د
27	الف
28	ج
29	د
30	الف