

1-The new board of directors created more jobs. 'Created' means..... .

- |              |            |               |             |
|--------------|------------|---------------|-------------|
| 1. prevented | 2. removed | 3. prescribed | 4. produced |
|--------------|------------|---------------|-------------|

2-Nobody told me where to find this job. It was sheer..... . I understood it immediately.

- |              |                |              |                |
|--------------|----------------|--------------|----------------|
| 1. intuition | 2. institution | 3. knowledge | 4. information |
|--------------|----------------|--------------|----------------|

3-His lecture captured the ..... of the audience.

- |            |             |               |                |
|------------|-------------|---------------|----------------|
| 1. imagine | 2. imagines | 3. imaginable | 4. imagination |
|------------|-------------|---------------|----------------|

4-Any of the important divisions or branches of a business is called..... .

- |              |               |           |                |
|--------------|---------------|-----------|----------------|
| 1. departure | 2. department | 3. origin | 4. destination |
|--------------|---------------|-----------|----------------|

5-The manager could detect some minor problems on the production line. 'Detect' means..... .

- |           |           |              |              |
|-----------|-----------|--------------|--------------|
| 1. refuse | 2. reject | 3. recognize | 4. reinforce |
|-----------|-----------|--------------|--------------|

6-We want you to ..... the everyday work of the factory.

- |             |              |              |                 |
|-------------|--------------|--------------|-----------------|
| 1. organize | 2. organizes | 3. organized | 4. organization |
|-------------|--------------|--------------|-----------------|

7-It is important here to make the distinction between organizing and an organization. The former is a process, and the latter is a social group. distinction means .....

- |          |         |          |          |
|----------|---------|----------|----------|
| 1. هزینہ | 2. عرضه | 3. تمایز | 4. تقاضا |
|----------|---------|----------|----------|

8-The managers must be sure the actions of the organization's members do in fact move the organization toward its ..... goals.

- |            |           |            |               |
|------------|-----------|------------|---------------|
| 1. unclear | 2. stated | 3. unknown | 4. impossible |
|------------|-----------|------------|---------------|

9-He is one of the most important ..... in acting as a business agent.

- |          |            |            |            |
|----------|------------|------------|------------|
| 1. tasks | 2. leaders | 3. factors | 4. domains |
|----------|------------|------------|------------|

10-The series of actions or operations that are performed to do something are called..... .

- |            |           |            |             |
|------------|-----------|------------|-------------|
| 1. process | 2. profit | 3. present | 4. pressure |
|------------|-----------|------------|-------------|

11-The government ..... a law about business affairs in the parliament last week.

- |                   |                     |
|-------------------|---------------------|
| 1. administration | 2. administrative   |
| 3. administered   | 4. administratively |

12-Administration covers many of the more exciting activities that take place in human society. 'Take place' means..... .

- |            |           |           |           |
|------------|-----------|-----------|-----------|
| 1. reserve | 2. happen | 3. return | 4. remove |
|------------|-----------|-----------|-----------|

13- My brother got a ..... from his bank yesterday. It was a list that showed the amounts of money he paid or received.

- |             |             |              |              |
|-------------|-------------|--------------|--------------|
| 1. sentence | 2. brochure | 3. paragraph | 4. statement |
|-------------|-------------|--------------|--------------|

14- She was quite.....in the matter. She could go and no one would stop him.

- |           |            |            |              |
|-----------|------------|------------|--------------|
| 1. decide | 2. decides | 3. decided | 4. decidedly |
|-----------|------------|------------|--------------|

15- Decision.....is an inherent part of management.

- |           |         |          |             |
|-----------|---------|----------|-------------|
| 1. making | 2. make | 3. makes | 4. to makes |
|-----------|---------|----------|-------------|

16- .....is a necessary quality in a work environment.

- |          |           |              |                 |
|----------|-----------|--------------|-----------------|
| 1. Adapt | 2. Adapts | 3. Adaptable | 4. Adaptability |
|----------|-----------|--------------|-----------------|

17- This company devised a new type of transistor. 'Devised' means..... .

- |           |            |             |             |
|-----------|------------|-------------|-------------|
| 1. copied | 2. altered | 3. vanished | 4. produced |
|-----------|------------|-------------|-------------|

18- This university runs different courses in..... .

- |           |               |               |                 |
|-----------|---------------|---------------|-----------------|
| 1. manage | 2. management | 3. managerial | 4. managerially |
|-----------|---------------|---------------|-----------------|

19- The manager can't.....the employees ability without more information.

- |              |               |             |               |
|--------------|---------------|-------------|---------------|
| 1. evaluated | 2. evaluative | 3. evaluate | 4. evaluation |
|--------------|---------------|-------------|---------------|

20- A motive is a need or a driving force within a person. 'Within' means..... .

- |       |        |            |            |
|-------|--------|------------|------------|
| 1. in | 2. off | 3. outside | 4. without |
|-------|--------|------------|------------|

21- There is a law in economics named, "the law of supply and demand". 'Demand' means..... .

- |          |         |           |          |
|----------|---------|-----------|----------|
| 1. تقاضا | 2. عرضه | 3. اقتصاد | 4. قانون |
|----------|---------|-----------|----------|

22- The manager can see his managerial effectiveness via the customers' satisfaction. 'Managerial effectiveness' means..... .

- |               |               |                |                    |
|---------------|---------------|----------------|--------------------|
| 1. اثرات مثبت | 2. مدیریت خوب | 3. مدیران ارشد | 4. اثربخشی مدیریتی |
|---------------|---------------|----------------|--------------------|

23- This man works in a highly organized office. 'Organized' means..... .

- |           |                 |              |                |
|-----------|-----------------|--------------|----------------|
| 1. نامنظم | 2. سازمان یافته | 3. غیر منطقی | 4. غیر سازمانی |
|-----------|-----------------|--------------|----------------|

24- He is not a visitor, but an employee in this company. 'Employee' means..... .

- |            |           |           |            |
|------------|-----------|-----------|------------|
| 1. کارفرما | 2. کارگشا | 3. کارمند | 4. کارشناس |
|------------|-----------|-----------|------------|

25- A supervisory committee approved the worker's dismissal. 'Supervisory' means..... .

1. مشاوره

2. سرپرستی

3. اخراج

4. انتقاد

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

1- He is afraid he can't generate much interest for the job. generate means ..... .

- |            |         |           |          |
|------------|---------|-----------|----------|
| 1. produce | 2. fire | 3. narrow | 4. limit |
|------------|---------|-----------|----------|

2- The most overlooked skill of successful change agents is the ability to determine how much changes employees can withstand. withstand means ..... .

- |            |           |           |             |
|------------|-----------|-----------|-------------|
| 1. improve | 2. resist | 3. behave | 4. increase |
|------------|-----------|-----------|-------------|

3- Proper integration of all these groups is necessary for a quality innovation to be produced on time. integration means ..... .

- |            |            |             |            |
|------------|------------|-------------|------------|
| 1. joining | 2. leaving | 3. refusing | 4. finding |
|------------|------------|-------------|------------|

4- Some workers were inhibited from speaking by the presence of more managers. inhibit means ..... .

- |             |             |            |            |
|-------------|-------------|------------|------------|
| 1. convince | 2. interest | 3. examine | 4. prevent |
|-------------|-------------|------------|------------|

5- The purpose of modifications is to increase organizational effectiveness. modification means ..... .

- |           |                |           |              |
|-----------|----------------|-----------|--------------|
| 1. change | 2. manufacture | 3. refuse | 4. advantage |
|-----------|----------------|-----------|--------------|

6- If the economic stagnation in many countries is to be overcome, trade needs to be increased between industry and developing nations. stagnation means ..... .

- |                            |                         |
|----------------------------|-------------------------|
| 1. profession of engineer  | 2. production of things |
| 3. examination of subjects | 4. lack of development  |

7- He is a new breed of manager whose performance seems necessary. breed means ..... .

- |            |          |           |         |
|------------|----------|-----------|---------|
| 1. context | 2. point | 3. action | 4. kind |
|------------|----------|-----------|---------|

8- This confrontation between the two groups leads to fighting. confrontation means ..... .

- |                         |                              |
|-------------------------|------------------------------|
| 1. the act of facing    | 2. the result of testing     |
| 3. the making of things | 4. the determination of goal |

9- The unemployment rate in the undeveloped countries has risen. rate means ..... .

- |          |           |          |         |
|----------|-----------|----------|---------|
| 1. store | 2. profit | 3. plant | 4. pace |
|----------|-----------|----------|---------|

10- We need to make sure that we exploit our resources as fully as possible. exploit means ..... .

- |             |              |             |                  |
|-------------|--------------|-------------|------------------|
| 1. pay well | 2. make less | 3. use well | 4. make possible |
|-------------|--------------|-------------|------------------|

- 11- The current structure does not facilitate efficient work flow. facilitate means.....
1. make difficult
  2. give information
  3. give advice
  4. make easier
- 12- Unemployment is a(n)..... problem which won't just disappear overnight.
1. remedial
  2. accurate
  3. rational
  4. stubborn
- 13- Many employees, after 20 years working, are taking early ..... .
1. exploitation
  2. fulfillment
  3. competition
  4. retirement
- 14- They are expecting a large ..... at the meeting.
1. regulation
  2. sequence
  3. precaution
  4. attendance
- 15- Structural change is aimed at increasing organizational ..... through modifications to the existing organizational structure.
1. effectiveness
  2. empowerment
  3. succession
  4. movement
- 16- The workers were ..... to considerable danger.
1. exposed
  2. integrated
  3. refined
  4. intrigued
- 17- Modern weapons have an extremely high ..... power.
1. exploitative
  2. destructive
  3. collaborative
  4. integrative
- 18- They offer her a comprehensive training in all aspects of the business. comprehensive means .....
1. uncertain
  2. growth
  3. quality
  4. complete
- 19- The two companies worked in close ..... with each other on the new project.
1. collaboration
  2. translation
  3. compensation
  4. transaction
- 20- The management have offered employees one week ..... for each six months they have worked at the company.
1. community
  2. severance
  3. authority
  4. assistance
- 21- It is an important development or discovery that helps to provide an answer to a problem. it refers to .....
1. expertise
  2. expenditure
  3. feedback
  4. breakthrough



22- It is a list of the people employed by a company showing how much one earns. it refers to .....

- |            |           |            |            |
|------------|-----------|------------|------------|
| 1. barrier | 2. expert | 3. benefit | 4. payroll |
|------------|-----------|------------|------------|

23- It is a plan of how much money to take in and how to spend it . it refers to .....

- |           |          |            |           |
|-----------|----------|------------|-----------|
| 1. budget | 2. store | 3. pension | 4. salary |
|-----------|----------|------------|-----------|

24- It is the process of assessing the quality of an employees job performance and communicating those findings to the employee. it refers to .....

- |                       |                        |
|-----------------------|------------------------|
| 1. working condition  | 2. employee evaluation |
| 3. strategic planning | 4. idea generation     |

25- It means that managers put aside the hierarchial authority structure and let employees play a greater role in decision making. it refers to .....

- |                             |                           |
|-----------------------------|---------------------------|
| 1. performance appraisal    | 2. sensitivity training   |
| 3. collaborative management | 4. transactional analysis |

26- The company decentralized its operations last year and opened several regional offices. decentralize means .....

- |                |                   |               |                    |
|----------------|-------------------|---------------|--------------------|
| 1. بازایی کردن | 2. جابه جایی کردن | 3. اصلاح کردن | 4. تمرکززدایی کردن |
|----------------|-------------------|---------------|--------------------|

27- A high rate of innovation often reduces short-term profitability. reduce short-term profitability means .....

- |                          |                                    |
|--------------------------|------------------------------------|
| 1. کاهش سوددهی کوتاه مدت | 2. افزایش نرخ تورم برای مدتی کوتاه |
| 3. کاهش رکود کوتاه مدت   | 4. افزایش گردش کار برای مدتی کوتاه |

28- He works for a recruitment consultancy in Shiraz. recruitment means .....

- |                     |                            |
|---------------------|----------------------------|
| 1. خرید و فروش کالا | 2. جذب و ثبت نام متقاضیان  |
| 3. دستمزد و مزایا   | 4. دریافت و انتقال اطلاعات |

29- His task assignment was to collect unclear evidence for investigation. task assignment means .....

- |             |               |                |             |
|-------------|---------------|----------------|-------------|
| 1. رد وظیفه | 2. ابتکار عمل | 3. واگذاری کار | 4. شیوه عمل |
|-------------|---------------|----------------|-------------|

30- The employers have a process consoltation to decide whether to increase their worker's wages.  
process consoltation means .....

- |                          |                   |
|--------------------------|-------------------|
| 1. مشاوره مراحل عملیات   | 2. گسترش عقیده    |
| 3. جریان ارزشیابی عملکرد | 4. بازنگری ادواری |



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

1-The action of making people or things function together efficiently and in an organized manner is called..... .

- 1. competition
- 2. consumption
- 3. coordination
- 4. contradiction

2-There's a large variety of.....in the shop. You can buy anything that you need.

- 1. good
- 2. lots
- 3. losses
- 4. goods

3-The improvement in sales figures had a(n).....influence on the company as a whole. This helpful and good event happened in last July.

- 1. beneficial
- 2. unfortunate
- 3. beneficially
- 4. unfortunately

4-A person to whom people go for advice is called..... .

- 1. convertor
- 2. constructor
- 3. commissioner
- 4. consultant

5-This university has very good lab facilities. 'Facilities' means..... .

- 1. teachers
- 2. equipment
- 3. managers
- 4. students

6-The two governments will never reach an agreement unless one or the other.....its demands.

- 1. modifies
- 2. modification
- 3. to modified
- 4. modifications

7-Describing a product or service publically in order to persuade people to buy or use it is called..... .

- 1. revising
- 2. consuming
- 3. advertising
- 4. distributing

8-A kind of test which is used to examine tentatively the degree of the marketing success is called..... .

- 1. text-making
- 2. test-marketing
- 3. touch-making
- 4. torch-making

9-Trade.....make the business difficult. They prevent people from understanding or doing something.

- 1. clerks
- 2. barriers
- 3. helpers
- 4. assistants

10-A good management depends on the successful.....of many parts of an organization.

- 1. integrate
- 2. integrates
- 3. integrated
- 4. integration

11-The unemployment.....in the underdeveloped countries has risen.

- 1. rate
- 2. task
- 3. role
- 4. tool

**12- With all these foreign imports, our product has lost its.....advantage.**

- |            |             |                |                  |
|------------|-------------|----------------|------------------|
| 1. compete | 2. competes | 3. competitive | 4. competitively |
|------------|-------------|----------------|------------------|

**13- Their prices are high because production.....are very great.**

- |          |          |           |                 |
|----------|----------|-----------|-----------------|
| 1. rates | 2. costs | 3. stocks | 4. creativities |
|----------|----------|-----------|-----------------|

**14- My father is a retired person; he receives his.....from the government. This monthly payment is enough for his living.**

- |            |           |            |             |
|------------|-----------|------------|-------------|
| 1. portion | 2. policy | 3. pension | 4. patience |
|------------|-----------|------------|-------------|

**15- The amount of money for which something is sold or bought is called..... .**

- |          |        |         |              |
|----------|--------|---------|--------------|
| 1. price | 2. tax | 3. risk | 4. insurance |
|----------|--------|---------|--------------|

**16- At the end of the day, the employees put their chairs on their desks so that the.....had to clean the floor of the office and the other things again.**

- |            |               |             |            |
|------------|---------------|-------------|------------|
| 1. manager | 2. supervisor | 3. director | 4. janitor |
|------------|---------------|-------------|------------|

**17- He gave some excuses for not having been at the meeting but those excuses were not very..... .**

- |               |             |              |                 |
|---------------|-------------|--------------|-----------------|
| 1. convincing | 2. convince | 3. convinces | 4. convincingly |
|---------------|-------------|--------------|-----------------|

**18- Like other organizational managers, human resource managers must consider their organization's environment,....., and goals.**

- |          |           |             |              |
|----------|-----------|-------------|--------------|
| 1. races | 2. ranges | 3. religion | 4. resources |
|----------|-----------|-------------|--------------|

**19- The employees who leave jobs within the organization must be.....unless the organization is downsizing.**

- |            |             |                |             |
|------------|-------------|----------------|-------------|
| 1. replace | 2. replaces | 3. to replaces | 4. replaced |
|------------|-------------|----------------|-------------|

**20- They need more.....from the consumers in order to improve their goods. The consumers' statements and information about the goods are very important.**

- |              |                   |
|--------------|-------------------|
| 1. feedback  | 2. stagnation     |
| 3. checkbook | 4. discouragement |

**21- His sister does.....work for the Hellal Ahmar two days a week. She does her work willingly, without being forced or paid to do that.**

- |              |           |             |               |
|--------------|-----------|-------------|---------------|
| 1. voluntary | 2. neural | 3. forceful | 4. compulsory |
|--------------|-----------|-------------|---------------|

22- There is a.....in the classification of all living creatures.

1. hierarch
2. hierarchical
3. hierarchy
4. hierarchically

23- To permit an organization's managers to assess the health of the organization and set up plans of action for improving it, the confrontation meeting may be used. 'Permit' means..... .

1. live
2. let
3. refuse
4. reject

24- The organization that is not creative and innovative may not survive. 'Creative' means..... .

1. صادر کننده
2. وارد کننده
3. خلاق
4. مهجور

25- The production manager must work with the marketing managers. 'Production manager' means..... .

1. مدیر داخلی
2. مدیر تولید
3. انحصار مدیریت
4. مدیر روابط عمومی

26- Most managers agree that if an organization is to be successful , it must change continually in response to significant developments, such as customer needs. 'If an organization is to be successful' means..... .

1. اگر سازمان موفق پیدا شود
2. هرچند سازمانها موفق هستند
3. چنانچه سازمانها بتوانند
4. اگر سازمانی بخواهد موفق باشد

27- In process consultation, a consultant works with organization members to help them understand the dynamics of their working relationships in group or team situation. 'Consultant' means..... .

1. سخنگو
2. مشاور
3. معاون
4. دستیار

28- The working relationship between two or three individuals is one of the techniques that can be used to improve the effectiveness of individuals. 'Working relationship' means..... .

1. رابطه اداری
2. مسیر کشتیرانی
3. رابطه کاری
4. کار کردن سریع

29- Their continuing success means that they will need to hire many staff over the coming year. 'Hire' means..... .

1. استخدام کردن
2. اخراج کردن
3. عقب انداختن
4. اجاره دادن

30- The company offered a comprehensive training for the workers. 'Comprehensive' means..... .

1. ناقص
2. مبهم
3. مختصر
4. جامع

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

- 1- He has evolved a new theory after many years of research. evolve means ..... .
1. develop naturally and gradually
  2. forget
  3. complain in a bad- temper way
  4. reject
- 2- He set up a committee to deal with the matter. set up means ..... .
1. avoid
  2. refuse
  3. prepare
  4. belong
- 3- It is absolutely vital that the matter is kept secret. vital means ..... .
1. financial
  2. natural
  3. essential
  4. usual
- 4- The circumstances forced me to accept a very low price when I sold my house. circumstance means ..... .
1. deliberation
  2. condition
  3. imagination
  4. recreation
- 5- He is ambitious to succeed in management. ambitious means ..... .
1. public
  2. great
  3. weak
  4. eager
- 6- The manager's daily routine work is the matter but we have not promised them anything. routine means ..... .
1. external
  2. ordinary
  3. internal
  4. mental
- 7- A report was produced by the government in cooperation with the chemical industry. cooperation means ..... .
1. working together for a purpose
  2. a careful judgment
  3. give advice
  4. a series of events
- 8- The line that seperates administration from other types of human interaction often becomes blurred. blur means ..... .
1. give work to someone
  2. work or act together inorder to bring about a result
  3. create something by making
  4. cause something to become unclear or indistinct
- 9- Different goals require different structures. require means ..... .
1. perform
  2. need
  3. adapt
  4. lead
- 10- The company's weakness is its inability to sustain the previous agreement. sustain means ..... .
1. force
  2. maintain
  3. produce
  4. reflect

11-Economic conditions may be responsible for the ..... of social unrest.

- 1. creation
- 2. creative
- 3. create
- 4. creatively

12-A creative administrator may even..... a new solution on the spot.

- 1. lurk
- 2. grumble
- 3. occur
- 4. devise

13-The new manager showed great ..... for leading.

- 1. aptitude
- 2. aspect
- 3. domain
- 4. issue

14-They decided to ..... their work in spite of the bad weather.

- 1. take into
- 2. carry on
- 3. find out
- 4. look at

15-They have the owner's ..... to use the house.

- 1. authority
- 2. authoritative
- 3. authorize
- 4. authoritatively

16-Becoming skillful in any area of administration is not easy task task means.....

- 1. threat
- 2. precision
- 3. duty
- 4. production

17-Managers make decisions under a condition of ..... when they have little or no information about the problem.

- 1. quality
- 2. ambiguity
- 3. feasibility
- 4. activity

18-A group of workers who carry on a job or do the work of an organization are called ..... .

- 1. staff
- 2. shift
- 3. state
- 4. trait

19-The first and foremost ..... of administration is people.

- 1. commitment
- 2. project
- 3. ingredient
- 4. effort

20-Unless you ..... more on your work, you will be dismissed.

- 1. define
- 2. concentrate
- 3. cause
- 4. assume

21-It implies that managers think through their goals and actions in advance. it refers to ..... .

- 1. planning
- 2. organizing
- 3. leading
- 4. controlling

22-It is a list showing amounts of money paid or received. it refers to ..... .

- 1. approach
- 2. statement
- 3. essence
- 4. environment

23-we need someone to handle the marketin end of the business. handle means..... .

- 1. manage
- 2. reward
- 3. conflict
- 4. demand



- 24- It is a situation in which the manager understands the problem but does not have complete information on the possible alternatives. it refers to ..... .
1. responsibility
  2. satisfaction
  3. uncertainty
  4. condition
- 25- It is the force that initiates, directs, and sustains personal behavior and action. it refers to ..... .
1. department
  2. promotion
  3. management
  4. motivation
- 26- The executive administrators has a high efficiency in organizing activity. efficiency means ..... .
1. اعتبار
  2. تعادل
  3. کارآیی
  4. مهارت
- 27- The expansion of the factory will mean the employment of sixty extra workers. employment means ..... .
1. ابهام
  2. اخراج
  3. ارزیابی
  4. استخدام
- 28- His intrinsic rewards make him do a new project. intrinsic reward means ..... .
1. برخورد مستقیم
  2. پاداش درونی
  3. درخواست عمومی
  4. تبلیغ داخلی
- 29- Some of the farmers conveyed their goods to market in an old car. convey means ..... .
1. ترغیب کردن
  2. انتقال دادن
  3. جستجو کردن
  4. سازمان دادن
- 30- There have been several complaints by staff about working conditions. staff means ..... .
1. کارکنان
  2. مدافعان
  3. شهروندان
  4. معترضان

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

1- This factory has very good facilities for producing its products. 'Facilities' means..... .

- 1. policies
- 2. services
- 3. equipments
- 4. consultants

2- We must . .....our efforts to help the organization.

- 1. coordinate
- 2. coordinates
- 3. coordinated
- 4. coordination

3- Technological . .....is one of the best effects of continuous change of an organization.

- 1. barriers
- 2. reduction
- 3. authority
- 4. breakthrough

4- A successful manager has the ability to determine how much changes employees can withstand.

'Withstand' means..... .

- 1. obscure
- 2. encourage
- 3. convince
- 4. resist

5- The managers can hardly change their employees' attitude. 'Attitude' means..... .

- 1. role
- 2. opinion
- 3. assistance
- 4. hierarchy

6- You gave some excuses for not having been at the meeting but those excuses were not very . ..... .

- 1. convincing
- 2. convince
- 3. convincingly
- 4. convincer

7- This new project will generate many new jobs. 'generate' means..... .

- 1. compete
- 2. refine
- 3. retrieve
- 4. produce

8- Organizational processes can support or inhibit the development of creative ideas. 'Inhibit' means. .... .

- 1. prevent
- 2. intrigue
- 3. receive
- 4. expose

9- The unemployment rate is a serious problem which won't just disappear overnight. 'Rate' means. .... .

- 1. labor
- 2. pace
- 3. role
- 4. change

10- They must give a . .....explanation for what happened. Their explanation should be based on reason.

- 1. viable
- 2. flexible
- 3. rational
- 4. competitive

11- Since the janitor was sick, the employees cleaned the floor of the office at the end of the day. 'Janitor' means. .... .

- 1. executive
- 2. expert
- 3. caretaker
- 4. craftsman

12- The repairs of this factory equipments require a lot of . ..... . We need a lot of money.

- 1. succession
- 2. expenditure
- 3. stagnation
- 4. working condition

- 13- Changing this technology is now operative in this company. 'Operative' means..... .
1. permanent
  2. fundamental
  3. out of use
  4. in use
- 14- The managers .....their employees' performance in order to improve their work settings. They examine their performance.
1. obscure
  2. operate
  3. expose
  4. screen
- 15- Compensation includes ..... , benefits, and incentives given to employees in exchange for their work.
1. wages
  2. integration
  3. fulfillment
  4. staffing
- 16- The plan of this organization needs modification. 'Modification' means..... .
1. regulation
  2. research
  3. downsizing
  4. changing
- 17- Our manager has no .....of the problem.
1. comprehend
  2. comprehensive
  3. comprehension
  4. comprehensively
- 18- You can discuss problems and plan remedial actions by the confrontation meeting. 'Remedial' means..... .
1. voluntary
  2. helping
  3. temporary
  4. viable
- 19- My.....is well-known to all employees.
1. stubbornness
  2. stubborn
  3. stubbornly
  4. competitive
- 20- You need more.....from the buyers in order to improve your products. You need more information about your products from the buyers.
1. attendance
  2. feedback
  3. fulfillment
  4. renewal
- 21- If you do something on your own ....., you will plan it and decide to do it yourself without anyone telling what to do.
1. type
  2. longevity
  3. stabilization
  4. initiative
- 22- Our manager is doubtful that this technology will be financially..... . He needs a new technology.
1. integrative
  2. sequential
  3. viable
  4. interpersonal
- 23- A model developed by Hellriegel and Slocum shows the relative importance of change to organizational survival. 'Survival' means..... .
1. اصلاح
  2. کارآیی
  3. بقاء
  4. بهره وری

24- An organization that stimulates creativity is one that develops novel approaches to things. 'Novel' means..... .

- |         |        |           |          |
|---------|--------|-----------|----------|
| 1. تازه | 2. مضر | 3. سودآور | 4. قدیمی |
|---------|--------|-----------|----------|

25- Managers can use four procedures to determine the training needs of individuals in their organization or subunits. 'Training' means..... .

- |           |          |             |           |
|-----------|----------|-------------|-----------|
| 1. آموزشی | 2. تخصصی | 3. تبلیغاتی | 4. پژوهشی |
|-----------|----------|-------------|-----------|

26- Productivity in all organizations is determined by how human resources interact to the rest of the organization. 'Productivity' means..... .

- |          |           |          |             |
|----------|-----------|----------|-------------|
| 1. تولید | 2. پیشرفت | 3. توسعه | 4. بهره وری |
|----------|-----------|----------|-------------|

27- Change after change without stability typically results in confusion. 'Stability' means..... .

- |         |             |         |         |
|---------|-------------|---------|---------|
| 1. رکود | 2. یکپارچگی | 3. سرعت | 4. ثبات |
|---------|-------------|---------|---------|

28- Outside consultants and experts are important sources of information for managers. 'Consultants' means..... .

- |            |             |           |            |
|------------|-------------|-----------|------------|
| 1. مشاوران | 2. ساختارها | 3. مدیران | 4. کارکنان |
|------------|-------------|-----------|------------|

29- The top managers are very apt at doing difficult tasks. 'Apt' means..... .

- |           |          |          |         |
|-----------|----------|----------|---------|
| 1. وابسته | 2. مستعد | 3. متخصص | 4. دقیق |
|-----------|----------|----------|---------|

30- The change agent can develop a preliminary diagnosis of the nature of the problem. 'Diagnosis' means..... .

- |          |          |          |          |
|----------|----------|----------|----------|
| 1. تردید | 2. تشخیص | 3. تهدید | 4. تغییر |
|----------|----------|----------|----------|

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6	الف
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8	الف
9	ب
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12	ب
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