SAMPLE QUESTIONS FOR MOCK TEST

1. Under _____leadership, a leader alone takes decision.
a. Goals
b. Conflicts
c. Cooperation
d. Conciliation

2. Transactional leadership is also known as_____ leadership.

a. Inspirational
b. Ideal
c. Intellectual
d. Managerial

3.Supervision is an important element of _____

a. Administration
b. Direction
c. Delegation
d. Leading

4._____is the establishment of long run and short run targets and objectives for successful performance.

a. Result setting
b. Role setting
c. Goal setting
d. Filtering

5. _____refers to the space between people.

a. Approxemic
b. Proxemics
c. surroundings
d. Time

6. Which of the following is not a quality of a leader

a. Coach and guide
b. innovative
c. initiative

d. Breach of confidentiality

7._____identified a leadership continuum of seven different leadership styles.

a. Robert Tannebaum and Warren Schmidt
b. Robert and Tannebaum
c. Warren Buffett
d. Warren and Schmidt

8. When one cannot retain all the facts is known as _____

a. Poor eyesight
b. Poor retention
c. Ill Health
d. Psychological

9. A _____is a positive in India

a. Thumb up
b. Thumb down
c. Colours
d. Proxemics

10. The path-goal theory was basically influenced by _____ theory of motivation

a. Great Man
b. Emotional
c. Expectancy
d. Transformational

11. _____ is required when conflict arises.

a. Communication
b. Coordination
c. Cooperation
d. Conciliation

12. _____ is the process of identifying and grouping of the works to be performed.

a. Organising
b. Leading
c. Coaching
d. Motivating

13. _____ is a method of resolving disputes in the organisation.

a. Conciliation

b. Motivation
c. Corporate image
d. Cooperation

14. The term motivation has been derived from the latin word_____

a. Direction
b. Staffing
c. Motive
d. Leading

15. Satisfied employees are more _____ to the company.

a. Loyal
b. Rude
c. Ambitious
d. Untruthful

16. _____ refers to extra payment over and above salary.

a. Working Conditions
b. Welfare facilities
c. Bonus
d. Appreciation

17. Maslow Identified _____ sets of human needs.

a. Six
b. Four
c. Two
d. Five

18. _____ needs lie at the highest level of the hierarchy of needs

a. Physiological
b. Safety
c. Self -actualisation
d. Social

19. Theory Y people are _____.

a. Rational
b. Innovative
c. Creative
d. Impulsive

20. The basic motto behind _____ is "each for all and all for each."

a. Coordination
b. Cooperation
c. Conciliation
d. Controlling

21. _____ is the essence of management.

a. Motivation
b. Coordination
c. Cooperation
d. Conciliation

22. ERP is known as _____ programme.

a. Employee Recognition
b. Employee Rewards
c. Employee Resolving
d. Employee Recruitment

23._____ factors help the employee to perform effectively.

a. Motivators
b. Job Security
c. Welfare Facilities
d. Working conditions

24.Under _____ needs people feel to be loved and cared by others.

a. Safety
b. Social
c. Esteem
d. Self-Actualisation

25.Bonus, Salary, Commission, Performance Pay , Rewards are called as _____ Motivators.

a. Status
b. Financial
c. Psychological
d. Non-financial

26._____ places emphasis on inter-related activities performed in a sequence of production and marketing of a product or service.

a. Value chain analysis
b. Quantitative analysis
c. Qualitative analysis
d. Historical analysis

27. When employees are given the freedom to enter the cabin of the superior and talk without hesitation of any problem or issue it is called as _____.

a. counselling
b. direct correspondence
c. open door policy
d. opinion surveys

28. Critical Path Method was developed for the purpose of _____.

a. Management Audit
b. Scheduling
c. Self-Control
d. Observation

29. _____analysis is used to compare the performance over a period of time.

a. Network
b. Operational
c. Historical
d. MBE

30. Techniques involved in strategic management is _____.

a. Environmental scanning
b. virtual management
c. operational control
d. time study

31._____ analysis deals with the strengths and weaknesses of the firm.

a. Quantitative
b. Qualitative
c. Comparative
d. Internal

32. Critical Path Method was developed for the purpose of _____.

a. Management Audit
b. Scheduling
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d. Observation

33. To implement ERP, there is a need to provide extensive _____ to employees.

a. Training
b. Support
c. Information
d. Funds

34. _____analyses adopts a total approach of judging the performance of a firm.

a. Comprehensive
b. Concise
c. Compact
d. Complete

35.Responsibility control canters are of four types, Revenue , profit, investment and _____

a. Expense
b.Outgoings
c.Outlay
d.Depreciation

36.OD leads to planned development, improvement & _____ for organizational effectiveness.

a. Conflict
b. Negotiations
c.Resentment
d. Reinforcement

37.Psychological resistance does not include_____.

a. Fear of unknown
b. Lack of trust
c.Technical feasibility
d.Low tolerance

38.Time cannot be managed by _____.

a. Defining goals
b.Being committed
c.Planned activities
d.Cluttered desk

39.Conflict may be referred to as _____.

a. Diverse
b.Distinguish
c.Disagreement
d.Agreement

40.Conflict is a struggle of _____ needs.

a. Supporting
b.Mediated
c.Divorce
d. Opposing

41.Frustration occurs when a _____ drive is blocked before reaching goal.

a. Motivated
b.Satisfied
c. Unsatisfied
d. Hygiene

42.Managing diversity is a _____ for company.

a. Positive
b.Good
c. Change
d.Challenge

43.Experiential learning is a process where participants learn by experience in the _____ environment.

a. Humanistic
b.Training
c.Working
d. Pragmatic

44.The biggest time waster is not decision making but _____.

a. decision upheld
b. decision wrongly taken
c. decision avoidance
d.Disturbance

45.Humanistic values lead to _____.

a. Collaboration
b. Rational
c. Satisfaction
d. Resistance

46.Priorities are set for introducing change at _____ step.

a. Data Feedback and Confrontation
b. action planning
c.Problem Solving
d. intervention

47._____ is another tool for analysing one's job and helps formulating task priorities.

a. Time log
b.Pareto Principle
c.ABC technique
d.Planning and Budgeting

48.OD is basically a _____ term effort for change.

a. Very short
b. Short
c.Medium
d. Long

49._____ technique involves making rewards more effective by matching them with employee needs and performance.

a. Behavioural Modification
b. Job Enrichment
c. Job Enlargement
d. MBO

50.With good time management in life, one is likely to _____.

a. Ease
b. Procrastinate
c. Delegation
d. Change

ANSWER KEY

1	b. Conflicts
2	d. Managerial
3	b. Direction
4	c. Goal setting
5	**b. Proxemics**
6.	**d. Breach of confidentiality**
7.	**a. Robert Tannebaum and Warren Schmidt**
8	**b. Poor retention**
9	**a. Thumb up**

10	**c. Expectancy**
11	**d. Conciliation**
12	**a. Organizing**
13	**a. Conciliation**

14	**c. Motive**
15	**a. Loyal**
16	**c. Bonus**
17	**d. Five**
18	**c. Self -actualisation**
19	**c. Creative**
20	**b. Cooperation**
21	**b. Coordination**
22	**a. Employee Recognition**
23	**a. Motivators**
24	**b. Social**
25	**b. Financial**
26	**a. Value chain analysis**
27	**c. open door policy**
28	**b. Scheduling**

29	**c. Historical**
30	**a. Environmental scanning**
31	**d.Internal**
32	**b. Scheduling**
33	**a. Training**
34	**a. Comprehensive**
35	**a. Expense**
36	**d. Reinforcement**
37	**c. Technical feasibility**
38	**d. Cluttered desk**
39	**c. Disagreement**
40	**d. Opposing**
41	**a. Motivated**
42	**d. Challenge**
43	**b. Training**
44	**a. decision upheld**
45	**a. Collaboration**
46	**a. Data Feedback and Confrontation**
47	**c. ABC technique**
48	**d. Long**
49	**a. Behavioural Modification**
50	**b. Procrastinate**