

Self-evaluation Test for Lecture 1

Terms Matching Exercise

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|--------------------------------|--------------------------------|
| A. skill | B. management functions |
| C. classical approach | D. human relations approach |
| E. behavioral science approach | F. management science approach |
| G. systems approach | H. contingency approach |
| I. vertical specialization | J. first-line management |

1. features use of mathematics and statistics in solving management problems.
2. stressed importance of the work group as a positive force.
3. concerned with nature of work and degree to which it could fulfill the human needs to use skills and abilities.
4. planning, organizing, leading, controlling.
5. stresses the links between parts of an organization.
6. believes situations are somewhat similar and some management principles can be applied across situations.
7. evolved from early need to improve efficiency and productivity of the workforce.
8. assigning the task of supervising subordinates to another person.
9. an ability of proficiency in performing a specific task.
10. deals most directly with the workforce.

Multiple Choice Exercise

1. The four consecutive functions of management are
 - a. leading, organizing, delegating, directing;
 - b. reviewing, organizing, controlling, directing;
 - c. planning, organizing, controlling, delegating;
 - d. planning, reviewing, delegating, controlling;
 - e. planning, organizing, leading, controlling.
2. This function could be considered as turning plans into action
 - a. planning;
 - b. directing;
 - c. organizing;
 - d. leading;
 - e. controlling.

3. The most important contribution of the classical approach was
 - a. the identification of management functions;
 - b. the identification of management principles;
 - c. the identification of management as an important element of organized society;
 - d. the development of incentive wage systems;
 - e. the development of time and motion analysis.

4. The two branches of the behavioral approach to management are
 - a. classical and contemporary behavioral theory;
 - b. human relations approach and behavioral science;
 - c. behavioral science and psychological development;
 - d. psychological development and sociological perspective;
 - e. human relations and sociological perspective.

5. The two approaches which attempt to integrate the three basic approaches to the study of management are
 - a. the systems approach and the contingency approach;
 - b. the contemporary approach and the classical approach;
 - c. the open system and the closed system;
 - d. the behavioral approach and the classical approach;
 - e. none of the above.

6. Managers who coordinate the activities of a subunit are frequently called
 - a. first-line managers;
 - b. middle managers;
 - c. top managers;
 - d. functional managers;
 - e. staff managers.

7. The ability to use specific knowledge, techniques and resources in performing work requires
 - a. analytical skills;
 - b. decision making skills;
 - c. technical management skills;
 - d. human relations skills;
 - e. conceptual skills.

8. The ability to diagnose and evaluate is also referred to as
 - a. analytical skill;
 - b. technical management skill;
 - c. conceptual skill;
 - d. decision making skill;
 - e. computer skill.

9. The ability to see the big picture and the complexities of the overall organization requires
 - a. conceptual skill;
 - b. analytical skill;
 - c. technical management skill;
 - d. decision making skill;
 - e. communication skill.

True or False Exercise

- T F 1. The well-being of society requires a strong, mutually satisfying partnership of managers and the people they manage.
- T F 2. Management is the process undertaken by one or more persons to coordinate the activities of other persons.
- T F 3. The controlling function requires to things: standards of performance, and an evaluation of actual performance against those standards.
- T F 4. Classical organization theory focuses on the management work.
- T F 5. Most organizations are actually closed systems.
- T F 6. Horizontal specialization of an organization results in functional management.
- T F 7. Analytical skills involve the use of scientific approaches or techniques to solve management problems.
- T F 8. The three interpersonal roles are: spokesperson, figurehead, and leader.

Key to tests – Lecture 1

Terms Matching Exercise

1F; 2D; 3E; 4B; 5G; 6H; 7C; 8I; 9A; 10J

Multiple Choice Exercise

1E; 2C; 3C; 4B; 5A; 6B; 7C; 8A; 9A

True or False Exercise

1T; 2T; 3F; 4F; 5F; 6T; 7T; 8F