

FBQ1: _____ used a mathematical equation to arrive at the conclusion that only a narrow span of management would make for efficient management.

Answer: Graicunas

FBQ2: _____ deals with the number of subordinates that an executive can manage effectively.

Answer: Span of control

FBQ3: _____ promotes delegation and supervision with predictable results.

Answer: Specialization

FBQ4: One of the major factors that promote decentralization is task _____

Answer: specialization

FBQ5: Effective _____ helps managers to spend less time on specific technical activities

Answer: delegation

FBQ6: The principle of _____ is sometimes violated where functional authority exists.

Answer: unity of command

FBQ7: _____ means answering for the use of your formal authority by someone else.

Answer: Accountability

FBQ8: Duncan _____ has indicated that econometric models are used in predicting the student enrolment at universities.

Answer: 1975

FBQ9: _____ models are more complex in nature and involve interrelationships of many variables tied together in a quantitative model.

Answer: Causal

FBQ10: _____ are the changes that have taken place as a result of economic booms or depressions.

Answer: Cyclical variations

FBQ11: _____ is based on the assumption that past activities are good indication of future activities.

Answer: Time series analysis

FBQ12: _____ converts company objectives into individual goals and as a result, it contributes to higher levels of job satisfaction.

Answer: MBO

FBQ13: _____ is the last in Maslow's hierarchy of needs.

Answer: Self-actualisation Need

FBQ14: _____ is that energizing force that induces or compels and maintains

behaviour.

Answer: Motivation

FBQ15: _____ method is ideal for both employee training and management development.

Answer: Coaching

FBQ16: _____ is the determination of the job to which an accepted candidate is to be assigned and his assignment to that job.

Answer: placement

FBQ17: _____ seek to evaluate the applicant's ability to apply knowledge judiciously in solving a problem.

Answer: Judgement test

FBQ18: _____ is to solicit necessary information from the prospective applicants to assess the applicant's suitability to the job.

Answer: Preliminary interview

FBQ19: _____ techniques are the means or media by which management contacts prospective employees or provides necessary information.

Answer: Recruitment

FBQ20: _____ is a process of choosing the right candidate from a pool of applicants.

Answer: Selection

FBQ21: _____ include mental dexterity, analytical ability, intuitive judgement, alertness and ability to concentrate.

Answer: Psychological characteristics

FBQ22: _____ is a personal power acquired by expertise in a field or area.

Answer: Expert Power

FBQ23: _____ conducted extensive studies in this area and developed a scale to identify different types of leaders.

Answer: Fiedler's contingency theory

FBQ24: The _____ of leadership has suffered from lack of conclusiveness and over-simplifications.

Answer: trait theory

FBQ25: _____ leadership occurs when a person is appointed or elected as an authority figure.

Answer: formal

FBQ26: Leadership is an integral part of management and plays a vital role in _____ operations.

Answer: managerial

FBQ27: _____ is often referred to as the father of Scientific Management.

Answer: Abraham Maslow

FBQ28: The Management Theory Jungle has classified the major schools of management into _____ broad areas.

Answer: six

FBQ29: Goals can be differentiated between official and _____ goals.

Answer: Operative

FBQ30: One of the major problems confronting the Nigerian Civil Service is the lack of clear _____.

Answer: objectives

FBQ31: A decision process is not completed until it is _____.

Answer: implemented

FBQ32: _____ is one of the highly sought after talents in management.

Answer: Creative

FBQ33: _____ theory is often called waiting-line theory.

Answer: Queuing

FBQ34: The best known definition of management control is given by Anthony in _____

Answer: 1965

FBQ35: Employment opportunity is created by _____

Answer: Organisations

MCQ1: _____ is as old as human organization.

Answer: Management

MCQ2: The scientific management school placed special emphasis upon _____

Answer: Production

MCQ3: _____ is often referred to as the father of Scientific Management.

Answer: Abraham Maslow

MCQ4: Gilbreth is known for his work on time and _____ studies.

Answer: Motion

MCQ5: The first principles of management were advocated by a French engineer and _____

Answer: Geologist

MCQ6: The Management Theory Jungle has classified the major schools of management into _____ broad areas.

Answer: Six

MCQ7: _____ are people who are primarily responsible for the achievement of organizational goals.

Answer: Managers

MCQ8: _____ is defined as getting things done through others.

Answer: Management

MCQ9: Concepts are the corner stone for the development of _____ and theory.

Answer: Principles

MCQ10: Goals can be differentiated between official and _____ goals.

Answer: Operative

MCQ11: Good organizational goals help in policy _____ and administration.

Answer: Formulation

MCQ12: A typical employee goal can be divided into _____ main groups.

Answer: Two

MCQ13: One of the major problems confronting the Nigerian Civil Service is the lack of clear _____.

Answer: Objectives

MCQ14: _____ of interest arises when an executive deals with a company in which it has vested interest.

Answer: Conflict

MCQ15: _____ making is one of the most crucial activities of management.

Answer: Decision

MCQ16: A decision process is not completed until it is _____.

Answer: Implemented

MCQ17: _____ is one of the highly sought after talents in management.

Answer: Creative

MCQ18: _____ is concerned with directing the human efforts towards organisational goal achievement.

Answer: Direction

MCQ19: Directing and _____ comprise the managerial function of guiding, overseeing and leading people.

Answer: Leading

MCQ20: Schneider _____ refers to organisational climate as the entire internal environment of the organisation.

Answer: 1975

MCQ21: The mathematical techniques used as aid to decision making are often called

Answer: Operations Research

MCQ22: _____ theory is often called waiting-line theory.

Answer: Queuing

MCQ23: Planning has been defined previously as one of the ----- major functions of management.

Answer: Five

MCQ24: The most comprehensive definition of planning is given by _____

Answer: Cyril L. Hudson

MCQ25: The best known definition of management control is given by Anthony in

Answer: 1965

MCQ26: _____ indicate the financial expenditures involved per unit of activity.

Answer: Cost standards

MCQ27: _____ can be expressed as a ratio of net profits to sales.

Answer: Profitability

MCQ28: Formal organisation can be seen as a direct opposite of _____ organisation.

Answer: Informal

MCQ29: _____ the process of passing information and understanding from one person to another.

Answer: Communication

MCQ30: Communication may be divided into two namely _____ and written.

Answer: Oral

MCQ31: Employment opportunity is created by _____

Answer: Organisations

MCQ32: _____ should help in formulating and articulating ethical norms as part of their social responsibility.

Answer: Nigeria

MCQ33: The areas in which business organisations should play a _____ role in Nigeria are limitless.

Answer: Prominent

MCQ34: _____ tend to increase with increasing task certainty.

Answer: Spans

MCQ35: Mass-production companies have a higher span of management than _____ firms.

Answer: Process