1. _____is two or more individuals who are interacting with each other within a deliberately structured set up and working in an interdependent way to achieve some common objective/s.
   - a. Organization
   - b. Structure
   - c. Hierarchy
   - d. Group

2. _____is a function that includes motivating employees, directing others, selecting the most effective communication channels, and resolving conflicts.
   - a. Organizing
   - b. Controlling
   - c. Leading
   - d. Planning

3. _____skills involve process or technique knowledge and proficiency in a certain specialized field, such as engineering, computers, accounting, or manufacturing..
   - a. Human
   - b. Technical
   - c. Conceptual
   - d. Communication

4. Which one of the below roles is not Interpersonal role of Manager.
   - a. Figurehead
   - b. Negotiator
   - c. Leader
   - d. Liaison

5. Organizational_____determines corporate communication, and the executive and managerial hierarchy, and creates a plan for efficient growth for the future..
   - a. Goals
   - b. Products
   - c. Structure
   - d. Concepts

6. "The process of aligning an organization's structure with its mission" is called
   - a. Organizational Structure
   - b. Organizational Product

c. Organizational Design

d. Organizational Concepts

7. Which one of the below teams is not a structure used in Boundaryless Organization?
   a. Team Structure
   b. Virtual Structure
   c. Modular Structure
   d. Network Structure

8. _____ management keeps all major decisions with one specific executive group
   a. Centralized
   b. Decentralized
   c. Structured
   d. Unstructured

9. The _____ structure relies on other organizations to perform critical functions on a contractual basis:
   a. Modular
   b. Network
   c. Virtual
   d. Team

10. _____ is dynamic force, setting a person into motion or action.
    a. Motivation
    b. Stress
    c. Change
    d. Power

11. Which of the below statement about Motivation is not true?
    a. Boosts Morale
    b. Improve skill and knowledge
    c. Reduces co-operation
    d. Good labour relations

12. Which one of the below is not a Physiological Need as per Maslow's Need Hierarchy Theory?
    a. Food
    b. Shelter
    c. Clothing
    d. Safety

13. _____ leader values the input of team members and peers, but the responsibility of making the final decision rests with the participative leader.
   a. Autocratic
   b. Laissez-faire
   c. Democratic
   d. Participative

14. _____ stressors associated with workload, pressure to complete task, time urgency
   a. Challenge
   b. Hindrance
   c. Demand
   d. Resources

15. Heart attack is _____ symptom of stress.
   a. Psychological
   b. Social
   c. Behavioural
   d. Physiological

16. The first step to managing stress is _____.
   a. Time Management
   b. Understanding yourself better
   c. Facing Stress
   d. Living Healthy

17. From the below statements, choose the incorrect statement about Hindrance Stressor:
   a. Stressors that are more personal in nature
   b. Has negative effect on employees
   c. Stressors associated with workload, pressure to complete task
   d. Blocks organizational and individual goal attainment

18. Why do employees resist change?
   a. Fear of increase in responsibility
   b. Resource constraints
   c. Fear of wage cuts or reduced incentives
   d. Fear of loss of power and influence

19. Organizational_____typically consists of three stages: establishing the need, implementation and monitoring..
   a. Constitution
   b. Goal
   c. Change
   d. Policies

20. _____involve the ability to interact effectively with people.
   a. Technical skills
   b. Management skills
   c. Conceptual skills
   d. Human skills

21. How many elements are involved in organizational structure?
   a. Four
   b. Six
   c. Three
   d. Two

22. Which needs come after Safety or Security needs in Maslows motivation theory?
   a. Physiological needs
   b. Social needs
   c. Esteem or Ego needs
   d. Self actucalisation needs

23. A_____organization is one in which manufacturing is the business.
   a. Vitual
   b. Modular
   c. Network
   d. Boundryless

24. What is last step involved in lewin's three step change madel?
   a. Unfreezing
   b. Refreezing
   c. Moving
   d. Deep Freezing

25. Which is NOT the reason related to change resistance by employee?
   a. Obsolescence
   b. Habits
   c. Management structure
   d. Fear of Loss

26. _____ are Individuals who achieve goals through other people.
   a. Employees
   b. Leaders
   c. Managers
   d. Customers

27. _____ is monitoring activities to ensure they are being accomplished as planned and correcting any significant deviations.
   a. Organizing
   b. Controlling
   c. Leading
   d. Planning

28. _____ skills involve the formulation of ideas, conceptualization about abstract and complex situations..
   a. Human
   b. Technical
   c. Conceptual
   d. Communication

29. Which one of the below roles is an Informational Role of Manager?
   a. Monitor
   b. Resource Allocator
   c. Leader
   d. Spokesperson

30. Hierarchy communication is also a challenge when creating an organizational _____ over a large geographic area.
   a. Goals
   b. Products
   c. Structure
   d. Concepts

31. _____ Structure is very common in small start up businesses.
   a. Team
   b. Matrix
   c. Simple
   d. Boundaryless

32. Which statement about Matrix Structure is incorrect?
    a. Levels of managers are eliminated
    b. Increased flexibility
    c. Better customer service
    d. Improved strategic management

33. Employees in a_____structure belong to at least two formal groups at the same time
    a. Matrix
    b. Simple
    c. Virtual
    d. Modular

34. The concept of motivation is mainly_____.
    a. Physiological
    b. Psychological
    c. Social
    d. Historical

35. Which one of the below options is not true about importance of Motivation?
    a. Reduces sense of belongingness
    b. Facilitates changes
    c. Boosts Morale
    d. Improves willingness to work

36. Which one of the below Theory is not a Contemporary Theory of Motivation?
    a. Goal-Setting Theory
    b. Equity Theory
    c. Reinforcement Theory
    d. McClelland's Three-Needs Theory

37. Which one of the below is not a Leadership skill?
    a. Active Listening
    b. Delegating Responsibility
    c. Ethical Leadership
    d. Taking centre stage

38. _____are the things within an individual's control that they use to resolve demands
    a. Demands
    b. Resources
    c. Challenge
    d. Hindrance

39. A political uncertainty is an example of which potential source of stress?
   a. Environment Factor
   b. Organizational Factor
   c. Interpersonal Factor
   d. Personal Factor

40. Which one of the below methods is not a way to manage stress?
   a. Make to do list
   b. scheduling too many appointments
   c. Exercise regularly
   d. Schedule a vacation

41. Organizational_____is about reviewing and modifying management structures and business processes.
   a. Constitution
   b. Goal
   c. Change
   d. Policies

42. Out of the below options, choose the option that is not an example of external reason for organizational change:
   a. Change in leadership
   b. Globalization
   c. Workforce diversity
   d. Competition

43. Which one of the below reasons, does not lead to organizational change?
   a. competitive pressures
   b. government legislation
   c. Change in office stationary
   d. customer pressure

44. _____is the second stage of the change implementation process.
   a. Refreezing
   b. Freezing
   c. Moving
   d. Changing

45. Which if the below methods is not a way of overcoming resistance to change?
   a. Education and communication
   b. Coercion
   c. Reducing wages
   d. Union support

46. Which is NOT the need involved in three needs theory?
    a. Need for Power
    b. Need for Achievement
    c. Need for Argument
    d. Need for Affiliation

47. _____is typically discussed in negative context.
    a. Motivation
    b. Power
    c. Stress
    d. Human

48. Quality circles are popularized by _____
    a. Chinease firm
    b. Japnease firm
    c. UK firm
    d. Austarilan firm

49. Which is NOT the Management function?
    a. Organizing
    b. Leading
    c. Making
    d. Planning

50. Which is the last stage of group Development?
    a. Storming
    b. Adjourning
    c. Performing
    d. Norming