Question QFB1 : The persons in a formal \_\_\_\_\_\_\_\_\_\_\_\_\_ must be able to communicate with one another through the appropriate channels which have been created.  
Answer: Organisation  
  
Question QFB2 : The employees in a formal \_\_\_\_\_\_\_\_\_\_\_\_\_ must share a purpose.  
Answer: Organisation  
  
Question QFB3 : The workers in a formal \_\_\_\_\_\_\_\_\_\_\_\_\_ on the receipt of necessary directive from their manager must be willing to act.  
Answer: Organisation  
  
Question QFB4 : The informal organization is a network of personal and social relations not established or required by the \_\_\_\_\_\_\_\_\_\_\_\_\_ organization but arising spontaneously as people associate or come together.  
Answer: Formal  
  
Question QFB5 : The form of punishment that the informal group members can give to an erring \_\_\_\_\_\_\_\_\_\_\_\_ is to ostracize him.  
Answer: Member  
  
Question QFB6 : Production is to add \_\_\_\_\_\_\_\_\_\_\_\_\_ to goods or services.  
Answer: Utility  
  
Question QFB7 : Selling necessitates finding customers/clients who will agree to accept the product or service at a \_\_\_\_\_\_\_\_\_\_\_\_\_.  
Answer: Price  
  
Question QFB8 : Financing involves raising funds, safeguarding the funds against waste and expending the \_\_\_\_\_\_\_\_\_\_ in a manner that will maximize the objectives of the organization.  
Answer: Funds  
  
Question QFB9 : Each \_\_\_\_\_\_\_\_\_\_\_\_\_ tend to operate along its own area of specialization.  
Answer: Department  
  
Question QFB10 : An organization is supposed to operate as a \_\_\_\_\_\_\_\_, to the extent that what affects a part will automatically have effect on other parts.  
Answer: Unit  
  
Question QFB11 : Profit making is placed at a lower level that is, the respective \_\_\_\_\_\_\_\_\_\_\_\_\_ in the field are charged with the responsibility of making profit for the organization.  
Answer: Managers  
  
Question QFB12 : Product departmentation is the identification of necessary activities for the production and sales of \_\_\_\_\_\_\_\_\_\_\_\_.  
Answer: Product  
  
Question QFB13 : Responsibility for profit making is again placed at a lower level, just as the case in respect of \_\_\_\_\_\_\_\_\_\_\_ form of departmentation.  
Answer: Geographic  
  
Question QFB14 : But responsibility cannot be given without the commensurate \_\_\_\_\_\_\_\_\_\_\_.  
Answer: Authority  
  
Question QFB15 : Consequently, anything that will permit reasonable growth and diversity of products and/or services should be undertaken by the \_\_\_\_\_\_\_\_\_\_\_\_\_  
Answer: Manager  
  
Question QFB16 : Educational institutions offer regular and extension courses to serve different \_\_\_\_\_\_\_\_\_\_ of customers.  
Answer: Groups  
  
Question QFB17 : Banks also have departments that address the special needs of \_\_\_\_\_\_\_\_\_\_\_\_\_ such as savings, current, agriculture, housing, among others.  
Answer: Customers  
  
Question QFB18 : \_\_\_\_\_\_\_\_\_\_\_\_\_ departmentation develops some level of expertise on the organization members of staff.  
Answer: Customer  
  
Question QFB19 : Sometimes, it may be difficult to clearly define \_\_\_\_\_\_\_\_\_\_\_\_\_ groups so as to know the special services that they need.  
Answer: Customer  
  
Question QFB20 : Line relationship implies the \_\_\_\_\_\_\_\_\_\_\_\_\_ to take action and make decisions.  
Answer: Authority  
  
Question QFB21 : The line indicating the relationship in an \_\_\_\_\_\_\_\_\_\_\_\_\_ chart is usually a straight one that is not broken.  
Answer: Organisation  
  
Question QFB22 : One major advantage of line relationship is the clarity it gives to the \_\_\_\_\_\_\_\_\_\_\_\_\_  
Answer: Manager  
  
Question QFB23 : Another advantage of Line relationship is that it makes the \_\_\_\_\_\_\_\_\_ to know who the subordinates are that will report directly to him.  
Answer: Manager  
  
Question QFB24 : Line authority also enables the ­\_\_\_\_\_\_\_\_\_\_\_\_ to appreciate and recognize their boss.  
Answer: Subordinates  
  
Question QFB25 : Staff manger may recommend necessary desirable changes in line with the changes in the \_\_\_\_\_\_\_\_\_\_\_\_ environment of the organization, etc.  
Answer: External  
  
Question QFB26 : The assignment of \_\_\_\_\_\_\_\_\_\_\_\_\_ with the corresponding authority is usually made to the manager and the subordinates that report to him.  
Answer: Responsibility  
  
Question QFB27 : Imperative of functional authority makes the \_\_\_\_\_\_\_\_\_\_\_ to exercise his authority by employing his expertise on matters relating to his training.  
Answer: Manager  
  
Question QFB28 : Imperative of functional authority also makes everyone on the \_\_\_\_\_\_\_\_\_\_\_\_\_ to know who is to do what at every point in time.  
Answer: Organization  
  
Question QFB29 : The role of the staff \_\_\_\_\_\_\_\_\_\_ is simply to advice.  
Answer: Manager  
  
Question QFB30 : When a plan fails, the line manager will like to blame the \_\_\_\_\_\_\_\_\_ manager for providing a poor plan.  
Answer: Staff  
  
Question QFB31 : The staff manager can on his own side would return the blame on the line \_\_\_\_\_\_\_\_\_\_\_\_\_ for not acting correctly accordingly to guidelines provided in the advice.  
Answer: Manager  
  
Question QFB32 : \_\_\_\_\_\_\_\_\_\_\_\_\_ is simply the manner of doing something to get a desired output.  
Answer: Technology  
  
Question QFB33 : As a result of changes in \_\_\_\_\_\_\_\_\_\_\_\_\_, the work of the line managers may become simplified.  
Answer: Technology  
  
Question QFB34 : When the line \_\_\_\_\_\_\_\_\_\_\_\_\_ is doing so many activities, it was difficult to monitor, check and control his activities.  
Answer: Manager  
  
Question QFB35 : Many staff managers, once employed, are associated with bringing changes and \_\_\_\_\_\_\_\_\_\_\_\_\_  
Answer: Innovations  
  
Question MCQ1 : A realistic assessment needs to be made concerning the \_\_\_\_\_\_\_\_\_\_\_\_strengths and weaknesses.  
Answer: Organization  
  
Question MCQ2 : For the Nigerian environment which is erratic and turbulent, short term objective is usually less than \_\_\_\_\_\_\_\_\_\_\_\_ year.  
Answer: One  
  
Question MCQ3 : In respect of the Nigerian environment, the middle term objective is usually lesser than \_\_\_\_\_\_\_\_\_\_\_\_ years.  
Answer: Five  
  
Question MCQ4 : The middle term and long term objectives are usually formulated through corporate objectives and \_\_\_\_\_\_\_\_\_ statements.  
Answer: Mission  
  
Question MCQ5 : A business organization must have a/an \_\_\_\_\_\_\_\_\_\_\_ showing its nature, that is its mission statement.  
Answer: Objective  
  
Question MCQ6 : Management should not only think of the immediate needs of the \_\_\_\_\_\_\_\_ but also their future needs as well.  
Answer: Customers  
  
Question MCQ7 : Every \_\_\_\_\_\_\_\_ wishes to survive, to be able to survive demands the provision of goods and/or services which the customers need.  
Answer: Organization  
  
Question MCQ8 : A business organization grows or dies especially in a competitive \_\_\_\_\_\_\_\_\_\_\_\_\_.  
Answer: Environment  
  
Question MCQ9 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_is a quantity shift from one point positively to another point.  
Answer: Growth  
  
Question MCQ10 : The very survival of an \_\_\_\_\_\_\_\_\_\_\_ dictates that a certain minimum profit has to be made.  
Answer: Organization  
  
Question MCQ11 : Profit is important also because it measures the performance of \_\_\_\_\_\_\_\_\_\_ in a business organization.  
Answer: Management  
  
Question MCQ12 : For a manager to perform well and be seen to be performing creditably, he needs some \_\_\_\_\_\_\_\_\_ which must be brought to bear in his functions.  
Answer: Skills  
  
Question MCQ13 : Increasing productivity lowers unit cost of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
Answer: Product  
  
Question MCQ14 : Technical skills form the knowledge of and proficiency in activities involving methods, procedures and \_\_\_\_\_\_\_\_.  
Answer: Processes  
  
Question MCQ15 : Human skills are the ability to \_\_\_\_\_\_\_\_\_\_ with people.  
Answer: Work  
  
Question MCQ16 : \_\_\_\_\_\_\_\_\_\_\_ skill is the ability to see the big picture of the end in view (objective) of where you are going.  
Answer: Conceptual  
  
Question MCQ17 : \_\_\_\_\_\_\_\_is a management function that reduces areas of uncertainty that surround management decision.  
Answer: Forecasting  
  
Question MCQ18 : \_\_\_\_\_\_\_\_\_\_\_\_ is aimed at calculating or predicting what is likely going to happen in the future.  
Answer: Forecasting  
  
Question MCQ19 : \_\_\_\_\_\_\_\_\_\_\_ attempts to bring necessary actions and fit them together to something we want to make sense of before it happens.  
Answer: Planning  
  
Question MCQ20 : \_\_\_\_\_\_\_\_\_\_\_ and decision making cannot take place unless there is data.  
Answer: Planning  
  
Question MCQ21 : Company records are also part of the \_\_\_\_\_\_\_\_\_ which have to be processed.  
Answer: Data  
  
Question MCQ22 : Outcome of \_\_\_\_\_\_\_\_\_\_ can also be part of the data if such outcome is relevant to the issue.  
Answer: Researches  
  
Question MCQ23 : The \_\_\_\_\_\_\_\_\_\_ should determine the required resources needed in selecting an option.  
Answer: Management  
  
Question MCQ24 : Job \_\_\_\_\_\_\_\_\_\_\_ should be developed spelling out the necessary activities to be done, who is to do them, how they are going to be done and at what time.  
Answer: Plan  
  
Question MCQ25 : While \_\_\_\_\_\_\_\_\_, there must be control and feedback.  
Answer: Implementing  
  
Question MCQ26 : The effectiveness of \_\_\_\_\_\_\_\_\_\_\_\_ depends on the quality of data gathered and the assumptions made from them.  
Answer: Planning  
  
Question MCQ27 : \_\_\_\_\_\_\_\_\_ is expensive as it involves considerable amount of time and money  
Answer: Planning  
  
Question MCQ28 : In business or government or even in football there are \_\_\_\_\_\_\_\_\_\_\_\_  
Answer: People  
  
Question MCQ29 : Every position has roles and the \_\_\_\_\_\_\_ occupying the position must play his role otherwise he has no business being there.  
Answer: Person  
  
Question MCQ30 : The marketing manager through organizing, for example, knows he is to perform \_\_\_\_\_\_\_\_\_\_ activities such, etc.  
Answer: Marketing  
  
Question MCQ31 : Organizing again makes it possible to identify who is responsible for what \_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
Answer: Result  
  
Question MCQ32 : In an organization, nothing would be done without \_\_\_\_\_\_\_\_\_\_\_\_.  
Answer: Communication  
  
Question MCQ33 : Decision making involves communication; forecasting and planning cannot be done in the absence of \_\_\_\_\_\_\_\_\_\_\_\_\_.  
Answer: Communication  
  
Question MCQ34 : In management there are two types of organizations, which are formal organization and \_\_\_\_\_\_\_\_\_\_\_\_ organization.  
Answer: Informal  
  
Question MCQ35 : A \_\_\_\_\_\_\_\_\_\_\_ organization which is a social system has its roles deliberately created so that the objectives of the organization can be achieved.  
Answer: Formal