

تعداد سوالات: تستی: ۳۰ تشریحی: --
زمان آزمون (دقیقه): تستی: ۴۵ تشریحی: --

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نام درس: زبان تخصصی ۲
رشته تحصیلی / کد درس: مدیریت دولتی - ۱۲۳۴۰۳۲

استفاده از:

کد سری سؤال: یک (۱)

تنها با یاد اوست که دلها آرام می‌گیرد.

A: Read the sentences below and then choose the correct answer.

1. I'm not quite sure what myis within this company.
a. structure b. function c. arena d. skill
2. Our firm does a lot of..... with overseas customers.
a. public b. position c. command d. business
3. The new director is likely to make major changes in personnel.
a. employees b. mayors c. lawyer d. investor
4. The term refers to one's usual or principal work or business, especially as a means of earning a living.
a. occupation b. coordination c. division d. election
5. What is your company's..... on employment?
a. interest b. rationality c. hierarchy d. policy
6. A lack of.....among them concerning political economy produces a corresponding lack of agreement on the development of public administration.
a. substance b. expertise c. consensus d. glance
7. He succeeded in theof his ideas.
a. explosion b. Personality c. implementation d. vibration
8. They held the meeting to discuss the substantive matters.
a. actual b. equal c. fiscal d. judicial
9. In the financial..... , banks and insurance companies have both lost a lot of money.
a. practice b. sector c. efficacy d. function
10. may be defined as the rights inherent in managerial position to give orders and expect orders to be obeyed.
a. Corporate b. Proficiency c. Efficiency d. Authority
11. In conditions of there is a rise in unemployment as labor becomes too costly.
a. stagnation b. evaluation c. industry d. inflation

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12. Stocks are regarded as good long-term
- a. community b. planning c. investment d. environment
13. The man received a gift for..... service to his employer.
- a. worthless b. environmental c. meritorious d. conceptual
14. She worked hard and was soon
- a. abandoned b. promoted c. assigned d. attended
15. The developing firms are always trying to..... voluntaries to help in their work.
- a. recruit b. recur c. reduce d. reinforce
16. This sort of work..... great patience.
- a. defrauds b. characterizes c. demands d. coordinates
17. A marketing manager's job is to supervise all the company's advertising.
- a. oversee b. overcome c. overcharge d. oversea
18. He should give his in a loud, confident way.
- a. conflict b. confusion c. context d. command
19. A good boss is always friendly to his.....
- a. orders b. subordinates c. cabinets d. operations
20. A junior manager is..... to a senior manager for the completion of an organizational program.
- a. accountable b. advisory c. applied d. academic
21. He was at the of his profession at the age of 35.
- a. task b. term c. appeal d. apex
22. The organization must..... its work to a number of employees.
- a. utilize b. realize c. delegate d. reflect
23. Unlike unity of command and chain of command, span of control does not in itself..... a principle of organization.
- a. prescribe b. serve c. seek d. constitute

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24. We think of chief executives, such as the president , as being in control of.....

- a. foreign governments
b. businesses
c. professionals
d. public administration

25. The tighter the , the more numerous are the levels between top and bottom of the organization.

- a. span of control
b. advisory function
c. proceeding
d. field

B: Read the following passage and answer the questions that follow.

All public bureaucracies operate in the administrative worlds of behaviors, institutions, processes, and policies. These " worlds" significantly affect the professional lives of public administrators. First, the administrator is engaged in behavioral world of complex mixture of personal needs, interpersonal relations, and small and large social groupings. The behaviors, habits, and tendencies of men and women shape the context, structure, and function of the organizations in which **they** work. Second the administrator functions within an institutional world. Your college environment reflects the institution in which you study , your professors teach, and administrators implement various academic programs. Educational policies and procedures are institutionalized into an academic format that provides opportunities for all students to achieve. The institution is a formally defined context in which administrators work and to **which** clientele respond.

26. The administrative worlds in which public bureaucracies operate do not include.....

- a. structures
b. policies
c. processes
d. institutions

27. According to the passage, the administrator is not involved in.....

- a. interpersonal relations
b. social grouping
c. personal needs
d. people's habits

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28. The context, structure, and function of organizations are formed by.....

- a. mixture of personal and interpersonal needs
- b. small and large social groupings
- c. people's tendencies, behaviors, and habits
- d. professional lives of individuals

29. In the last line of the passage, ' which' refers to the.....

- a. institution
- b. clientele
- c. context
- d. administrator

30. In line 6, ' they' may be replaced by.....

- a. structure and function
- b. social grouping
- c. men and women
- d. organizations