

1-Mr. Nixon is the new.....in this international hotel.

1. manage 2. manages 3. manager 4. management

2-Theof Japan over the second half of this century has been very good. The affairs of the country have been directed and controlled very well.

1. admiration 2. administration 3. repetition 4. reservation

3- For years the tendency of scholars and practitioners to stress one or another of these approaches has promoted confusion. 'Stress' means..... .

1. stop 2. vary 3. change 4. explain

4-The big company has a corporate way of doing most things. 'Corporate' means..... .

1. collective 2. single 3. separated 4. monopoly

5-The ratio of effective output to the input required to achieve it is called..... .

1. advantage 2. hierarchy 3. efficiency 4. production

6-They held a meeting to discuss the substantive matters. 'Substantive' means..... .

1. unreal 2. abstract 3. actual 4. imaginary

7-Issues for procedural deliberation are open versussystems.

1. wide 2. closed 3. old 4. new

8-A position implies authority for corporate action; a function implies.....,such as the function of police to protect and assist the public.

1. necessity 2. authority 3. prevention 4. duty

9-He advocates a policy of gradual reform. 'Advocates' means..... .

1. supports 2. avoids 3. rejects 4. misses

10-The manager fired the employee for stealing money from the bank. 'Fired' means..... .

1. accepted 2. dismissed 3. hired 4. raised

11-The rise in prices thought to be caused by increases in cost of production or an increase in the money supply is called..... .

1. inflation 2. production 3. distribution 4. communication

12- Planning may be considered part of the process of decision..... .

1. putting 2. deciding 3. building 4. making

13- Public administration differs from private administration. These differences hinge largely on the greater legal accountability of the former compared to the flexibility of the

1. later 2. latter 3. letter 4. former

14- The private sector focuses on..... .

1. social good 2. due process 3. fiscal control 4. fix processes

15- She has a seat on theof directors of a large company.

1. broad 2. board 3. bird 4. bread

16- He is at theof his profession at the age of 35. He is very young to reach this highest point.

1. index 2. infix 3. apex 4. bottom

17- Another conclusion that can be drawn from the multiplicity of definitions is that public administration is everywhere. 'Multiplicity of definitions' mean..... .

1. تعدد تعریف ها 2. ویژگی های زیاد 3. تعریف تخصصها 4. بازرگانی پرسود

18- The employees are considering ways to increase the productivity. 'Productivity' means..... .

1. تجمیع 2. توزیع 3. بهره برداری 4. بهره وری

19- The less systematic and less structured public sector produces intangible services that are difficult to measure. 'Intangible services' means..... .

1. خدمات غیرمادی 2. خدمات مادی 3. خدمات اصولی 4. خدمات غیر اصولی

20- The pyramid model brings forth the concepts of unity of command, chain of command, and span of control. 'Unity of command' means..... .

1. حوزه اختیار 2. اختیارات فرمانده 3. فرماندهی زنجیره ای 4. وحدت فرماندهی