

1-They do not do much business with foreign companies. business means

1. substance 2. office 3. commerce 4. service

2-The administration of Japan over the second half of this century has been very good. administraion means.....

1. agreement in opinion 2. expert knowledge
3. management of public 4. armed forces

3-Substantive issues refer to conceptual or abstract concerns. substantive means.....

1. actual 2. social 3. manual 4. equal

4-The employees are considering ways to increase the productivity. productivity means.....

1. economy 2. industry 3. efficiency 4. policy

5-The personnel systems in both sectors reflect essential differences between the public and private arenas. essential means.....

1. separate 2. necessary 3. difficult 4. military

6-An arm of government may demand more accountability. demand means.....

1. give 2. produce 3. make 4. require

7-Public administration differs from political science in its emphasis onstructure.

1. bureaucratic 2. personal 3. characteristic 4. judicial

8-The manufacturingof a country includes all the manufacturing industries of the country.

1. sector 2. loss 3. master 4. boss

9-The police are there tothe law.

1. govern 2. allocate 3. exhibit 4. enforce

10-The managerhim for stealing money from the bank.

1. advocated 2. fired 3. promoted 4. hired

11-She was of her money by a dishonest accountant

1. defrauded 2. supported 3. concluded 4. financed

12-The manager'swere quickly obeyed.

1. cosumers 2. reports 3. commands 4. goods

13-The organization mustits work to a number of employees.

1. produce 2. cause 3. delegate 4. require

14-It is a book in which a business firm or bank records its financial accounts. it refers to.....

1. revenue 2. merit system 3. ledger 4. marketplace

15-It is a system with grades of authority or status from the lowest to the highest. it refers to.....

1. hierarchy 2. position 3. accountability 4. occupation

۱۶- Public administration can be best identified with the executive branch of government. executive means

۱. اجرایی ۲. اختصاصی ۳. انتزاعی ۴. اساسی

۱۷- A position implies authority for corporate action. authority means.....

۱. تخصص ۲. اختیار ۳. عملکرد ۴. امتیاز

18-Stockbrokers and investors in private corporations demand efficiency for their dollars. corporation means.....

1. شرکت 2. موقعیت 3. رقابت 4. مشارکت

19-In conditions of inflation ther is a rise in unemployment as labour becomes too costly. inflation means.....

1. سهم 2. تورم 3. بهره 4. ثبات

20-Span of control refers to the number of units that any supervising unit must oversee. Span of control means.....

1. حوزه اختیار 2. کنترل مالی 3. تفویض اختیار 4. فرآیند مالی

21-The project is financed by a government grant. finance means.....

1. کلاه برداری کردن 2. ترویج کردن 3. سرمایه گذاری کردن 4. اخراج کردن

22-Each approach tends to emphasize different organizational arrangements and distinct views. organizational arrangement means.....

1. شرایط سازمانی 2. پرسنل ستادی 3. مجموعه سازمانی 4. مشارکت اصولی

23-A field manager is responsible for the field staff. field manager means.....

1. کارآفرین 2. مدیریت بازرگانی 3. سهامدار 4. مدیر بازاریابی

24- Decision-making in public bureaucracies is achieved by meeting the objectives of compromise. bureaucracy means.....

1. امور رفاهی 2. تشریفات اداری 3. امور مالی 4. سیاست همگانی

25- The private sector emphasizes fiscal control. private sector means.....

1. واحد اصلی 2. بخش دولتی 3. واحد عمومی 4. بخش خصوصی

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