

Question Bank (G scheme)

Name of subject: MANAGEMENT

Unit Test: I

Subject code: 17601

Course: ALL

Semester:VI

MULTIPLE CHOICE QUESTIONS AND ANSWERS

**1. Business is the process of providing platform to the people to exhibit their \_\_\_\_\_ & \_\_\_\_\_ abilities.**

- a. Technical and economical
- b. thinking and mental
- c. technical and managerial
- d Leadership and vocal.

**2. What does a business provide to the customers in exchange of their money?**

- a. goods and services
- b. profit and services
- c. satisfaction and reliability
- d. knowledge and happiness.

**3. According to Drucker, the purpose of business is:**

- a. to get money
- b. to acquire success in market
- c. to satisfy customers
- d to create and keep customers

**4. Which one of these is not a type of business?**

- a. service
- b. manufacturing
- c. machining
- d. trade

**5. Service sector is also known as\_\_\_\_\_.**

- a. primary sector
- b. secondary sector
- c. quarterly sector
- d. tertiary sector.

**6. What is manufacturing?**

- a. acquiring customers
- b. production of merchandise.
- c. gaining profit
- d. completing demand

**7. How do traders make profit?**

- a. in the form of commission
- b. in the form of loans
- c. in the form of shares

d. in the form of debentures.

**8. What are the types of trade?**

- a. profitable and loss
- b. singular and plural
- c. bilateral and multilateral
- d. direct and indirect.

**9. Which one of these is the largest segment in Indian industry?**

- a. textile industry
- b. banking industry
- c. chemical industry
- d. engineering industry

**10. What are the segments of engineering sector?**

- a. precise and controlled
- b. heavy and light
- c. heavy and technical
- d. civil and mechanical

**11. Which one of these is not a relevant factor in process industries?**

- a. goods
- b. ingredients
- c. formulas
- d. bulk

**12. What plays an important role in the Indian textile industry?**

- a. satin
- b. wood
- c. cotton
- d. machines

**13. Which of the following cannot be used in textile industry?**

- a. cotton
- b. wool
- c. jute
- d. polythene

**14. How many products are produced by chemical industry?**

- a. more than 70,000
- b. more than 6,000
- c. more than 60,000
- d. more than 7,000

**15. Chemical industries produce \_\_\_\_\_ in the largest quantity.**

- a. soda and soaps
- b. polymers and plastics
- c. cosmetics and paper
- d. water and detergents

**16. Which one of the following processes is not a part of textile industry?**

- a. spinning

- b. weaving
- c. dying
- d. polishing

**17. Which one of the following is not a broad category of chemical industry?**

- a. durable product
- b. basic chemicals
- c. life sciences
- d. consumers products.

**18. Which one of the following is a fertilizer?**

- a. nitrogen
- b. soda ash
- c. chlorine
- d. ammonia

**19. Which one of the following categories of chemical industry has smallest volume?**

- a. basic chemicals
- b. life sciences
- c. specialty chemicals
- d. consumers products

**20. Which one of the following is not a consumer product?**

- a. soap
- b. detergents
- c. cosmetics
- d. caustic soda.

**21. \_\_\_\_\_ is the leading manufacturer in the chemical industry.**

- a. Tata Petrochemicals
- b. Parle Agro-Products
- c. Hindustan Unilever
- d. Reliance Petrochemicals

**22. What is the mainstay of Indian economy?**

- a. Agriculture
- b. Chemicals
- c. Engineering
- d. Textile industries

**23. Agriculture provides employment to almost \_\_\_\_\_ % of Indian work force.**

- a. 40
- b. 50
- c. 60
- d. none of above

**24. India has a very large export of processed \_\_\_\_\_.**

- a. Chemicals
- b. Fruits and vegetables
- b. Finished Products
- d. Fishes

25. \_\_\_\_\_ demand high level of manual labor.
- a. small scale industries
  - b. large scale industries
  - c. village industries
  - d. sugar industries
26. Which type of industries are semi-automated?
- a. small scale
  - b. large scale
  - c. village
  - d. sugar
27. Which type of industries involve the largest investment?
- a. small scale industries
  - b. large scale industries
  - c. village industries
  - d. sugar industries
28. Which one of the following is not a cash crop?
- a. cashew
  - b. spices
  - c. tower
  - d. tobacco
29. What does ITES stand for?
- a. Information Technology Extend Service
  - b. Information Technology Education Service
  - c. Information Technology Enabled Service
  - d. Information Technology Energy Service
30. \_\_\_\_\_ industry is the sunshine sector of Indian economy.
- a. chemical
  - b. information technology
  - c. agricultural
  - d. process
31. Which one of the following is the leading software exporter from India?
- a. Bangalore
  - b. Hyderabad
  - c. Chennai
  - d. Mumbai
32. Indian IT companies are not working in the \_\_\_\_\_ business.
- a. service
  - b. telecom
  - c. software
  - d. product development
33. Similar to manufacturing companies banking is a business to make \_\_\_\_\_.

- a. public relation
- b. profit
- c. goods
- d. customer relations

**34. \_\_\_\_\_ banking is not a business segment of industry.**

- a. retail
- b. internet
- c. whole sale
- d. treasury operations

**35. It takes too many days for payment by \_\_\_\_\_.**

- a. demand draft
- b. cash
- c. cheque
- d. RTGS

**36. For paying amount up to Rs2 lacs, \_\_\_\_\_ is a better choice.**

- a. demand draft
- b. cheque
- c. RTGS
- d. NEFT

**37. Commission charged by a bank on DD is \_\_\_\_\_ charges applied to RTGS & NEFT.**

- a. less than
- b. equal to
- c. more than
- d. negligible to

**38. The promise to compensate for any potential failure is called \_\_\_\_\_**

- a. fixed deposit
- b. recurring
- c. insurance
- d. interest

**39. The certain amount which an insurer pays to the company is**

- a. EMI
- b. premium
- c. Interest
- d. bill

**40. Find the odd one out**

- a. health insurance
- b. travel insurance
- c. life insurance
- d. motor insurance

**41. \_\_\_\_\_ policy covers all the medial expenses following hospitalization**

- a. health insurance
- b. travel insurance
- c. life insurance
- d. motor insurance

**42. Very recently, the Indian government has permitted \_\_\_\_ % FDI in the insurance sector.**

- a. 49
- b. 48
- c. 50
- d. 51

**43. Find the odd one out:**

- a. Bajaj Allianz general insurance
- b. LIC Of India
- c. ESIC
- d. Kotak life insurance

**44. Retailers can be classified into**

- a. big and small
- b. classified and non-classified
- c. individual and group
- d. organised and unorganised

**45. The Government of India has allowed \_\_\_% FDI in single brand retail trading**

- a. 49
- b. 51
- c. 100
- d. 50

**46. In multi brand retail trading the permission for FDI is \_\_\_%.**

- a. 49
- b. 51
- c. 100
- d. 50

**47. India is largely an \_\_\_\_\_ retail market.**

- a. unorganised
- b. profitable
- c. organized
- d. black

**48. Hospitality falls under \_\_\_\_\_ sector.**

- a. public
- b. retail
- c. private
- d. service

**49. Which one of the following is not a major segment of hospitality industries?**

- a. accommodation
- b. food services
- c. public relation
- d. other hospitality operations

**50. The health care sector in India is controlled by**

- a. public sector
- b. private sector

c. hospitality sector

c. government

**51. The process of transferring ownership of business from public sector to private sector is:**

a. privatization

b. liberalization

c. trading

d. globalization

**52. The relaxation of previous government restriction on economic policies, transfer of trade and foreign direct investment is**

a. privatization

b. globalization

c. liberalization

d. modernization.

**53. Who is known as the father of scientific management?**

a. Alfred Marshall

b. Matthew Bolton

c. F.W. Taylor

d. Elton Mayo

**54. Who is known as the father of modern management?**

a. Max Weber

b. Henri Fayol

c. Mary Follett

d. Henry Gantt

**55. Fredrick Taylor stressed on:**

a. Selecting the right people for the right job

b. Division of labour

c. Unity of command

d. Unity of direction

**56. Fayol suggested that organizations can be sub divided into \_\_\_\_\_ main groups of activity.**

a. 12

b. 4

c. 14

d. 6

**57. Who is credited with having developed the concept of priority or hierarchy of needs?**

a. F.W. Taylor

b. Abraham Maslow

c. Max Weber

d. Mary Follet

**58. Arya Chanakya's Arthashastra written in the third century B.C. provides guide lines for:**

- a. The policies of governance of a kingdom and people management
- b. How to work
- c. Utilization of the organization strengths and the importance of discipline
- d. The policies and objectives of an organization's

**59. In the early writings on managements, the art of war was written by:**

- a. Arya Chanaykya
- b. Mark Twain
- c. Suntzu
- d. Adam smith

**60. The breakdown of operations in a products manufacturing into small and repetitive tasks is recommended by:**

- a. Peter Drucker
- b. James Watt
- c. F.W. Taylor
- d. Adam Smith

**61. To motivate workers, Taylor suggested:**

- a. Differential piece rate method of payment
- b. To pay more salary
- c. To give less work
- d. To provide festival bonus

**62. Gantt chart represents:**

- a. Critical activities in a project
- b. Schedule of projects
- c. Predetermined duration and actual progress of activities
- d. Details of design of a project

**63. Who developed a theory of motion study?**

- a. Taylor
- b. James watt
- c. Gilbreth
- d. Peter Drucker

**64. Authority hierarchy, rules and procedures and division of roles and responsibilities to manage work are all features of :**

- a. Taylor's principles of management
- b. Fayol's principles of management
- c. General administrative theory



d. Weber's bureaucratic organization.

**65. MaryFollett developed then theory of group dynamics for:**

- a. Resolution of conflict
- b. Deciding wages
- c. The communication process
- d. Doing large – scale tasks

**66. Possibly the most important pre-20<sup>th</sup> century influence on management was :**

- a. Scientific management
- b. Middle management
- c. The industrial revolution
- d. The division of labour

**67. Who is recognized as “the man who invented management”?**

- a. F.W. Taylor
- b. Elton Mayo
- c. Peter F. Drucker
- d. Henri Fayol

**68. Who is responsible for the actual operations of various departments?**

- a. Top management
- b. Board of directors
- c. Middle management
- d. Frontline management

**69. \_\_\_\_\_sets the vision and mission of the organization.**

- a. Top management
- b. Middle management
- c. Frontline management
- d. Board of directors

**70. The board objectives and policies are decided by:**

- a. Regional manager
- b. Marketing manager
- c. Supervisor
- d. Chief executive officer

**71. When we classify managers according to their level in the organization, they are described as :**

- a. Functional, staff and line managers
- b. Top managers , middle managers and supervisors
- c. High level and lower level managers

d. General managers and administrative manager

**72. Top level managers engage chiefly in \_\_\_\_\_ planning or long range planning.**

- a. Human resource
- b. Financial
- c. succession
- d. strategic

**73. “Analysis of causes of deviations “is a part of which process?**

- a. Motivation
- b. Team work
- c. Controlling
- d. Leadership

**74. Which of the following is not a basic function of the management process?**

- a. Controlling
- b. Organising
- c. Working
- d. Leading

**75. \_\_\_\_\_ reduces uncertainty.**

- a. Negotiating
- b. Planning
- c. Organizing
- d. Leading

**76. The planning process is used to prepare \_\_\_\_\_ in an organization.**

- a. Advancement
- b. Technologies
- c. Discoveries
- d. Budgets

**77. Getting work done with a minimum effort, expense or waste is the definition of:**

- a. efficiency
- b. effectiveness
- c. productivity
- d. planning

**78. \_\_\_\_\_ are an organization’s objectives and \_\_\_\_\_ are the documented ways that organizations intend to meet those objectives.**

- a. standing plans: single-use plans
- b. stated goals : real goals

- c. goals : plans
- d. specific plans : directional plan

**79. \_\_\_\_\_ is the judgment of the future.**

- a. Forecasting
- b. Planning
- c. Mission
- d. Organizing

**80. A \_\_\_\_\_ is a long term goal.**

- a. plan
- b. operation
- c. innovation
- d. vision

**81. \_\_\_\_\_ is a communication that flows from a higher level to lower level in the organization.**

- a. Horizontal communication
- b. Upward communication
- c. Downward communication
- d. None of given option

**82. \_\_\_\_\_ determines specific goals and lays down the board areas within which the goals are to be attained.**

- a. Organization
- b. Management
- c. Business
- d. None of them

**83. \_\_\_\_\_ is the application of knowledge and personal skills to achieve results.**

- a. Art
- b. Science
- c. Work
- d. None of the above

**84. Who is not a middle level manager?**

- a. General manager
- b. Production manager
- c. Section head
- d. Marketing manager

**85. Which managers supervise and coordinate the activities of operating employees?**

- a. production manager

- b. frontline manager
- c. section head
- d. operation's manager

**86. \_\_\_\_\_ is a policy making function.**

- a. Production
- b. Plan
- c. Work
- d. Administration

**87. \_\_\_\_\_ does not belong to Henry Fayol's 14 principles of management.**

- a. Standardization
- b. Scalar chain
- c. Authority
- d. Discipline

**88. \_\_\_\_\_ is the 2<sup>nd</sup> function of management.**

- a. Organizing
- b. Planning
- c. Leading
- d. Controlling

**89. The process of inspiring the subordinates to put in their best is known as \_\_\_\_\_.**

- a. Motivation
- b. Team work
- c. Management
- d. Leadership

**90. Which one of the following functions involves recruiting and placing qualified personnel needed for the organization?**

- a. Planning
- b. Organization
- c. Staffing
- d. Leading

**91. \_\_\_\_\_ converts efforts into results.**

- a. Goal
- b. Business plan
- c. Vision
- d. Strategy

**92. Plans that apply to the entire organization, establish the organization's overall objectives and seek to position the organization in terms of its environment are called:**

- a. Tactical plans
- b. Strategic plans
- c. Single- use plans
- d. Operation plans

**93. For manager, to control or direct the work of an employee, the manager must have:**

- a. Line authority
- b. Responsibility
- c. Referent power
- d. Staff authority

**94. \_\_\_\_\_ is the process by which an organization decides what it will sell , to whom , when and how.**

- a. Strategic management
- b. Planning
- c. Selling
- d. Marketing

**95. Manager who are responsible for making organization – wide decisions and establishing the plans and goals that affects the entire organization are:**

- a. Production managers
- b. Top managers
- c. Frontline managers
- d. Research managers

**96. \_\_\_\_\_ is the process of getting activities completed efficiently and effectively with and through other people.**

- a. Leading
- b. Supervision
- c. Controlling
- d. Management

**97. Which is not a type of communication?**

- a. Voice mails
- b. Publications
- c. Formal presentation
- d. Listening

**98. The five management functions of planning,organizing,commanding, coordinating and controlling work proposed by:**

- a. F.w. taylor
- b. Henry ford
- c. Chester barnard

d. Henri fayol

**99. Organizing includes:**

- a. Defining organizational goals
- b. Hiring organizational members
- c. Motivating organisational members
- d. Determining who does what tasks

**100. The process of monitoring, comparing and correcting is called \_\_\_\_\_.**

- a. Coordinating
- b. Controlling
- c. Leading
- d. Organizing

**101. The three essential managerial skills required by any person in an organization are \_\_\_\_\_.**

- a. Technical, human and empirical
- b. Human, empirical and conceptual
- c. Technical, interpersonal and controlling
- d. Technical, human and conceptual

**102. Managers with good \_\_\_\_\_ are able to get the best out of their people.**

- a. Human skills
- b. Conceptual skills
- c. Technical skills
- d. Visual skills

**103. Which one of the following skills is more important at lower levels of managements?**

- a. Human
- b. Technical
- c. Conceptual
- d. Empirical

**104. In order to achieve a mission, \_\_\_\_\_ is/are set.**

- a. Smaller goals
- b. Vision
- c. Big plan
- d. Strategy

**105. A business plan depends upon \_\_\_\_\_ information.**

- a. Product
- b. Word of mouth
- c. Finance

d. Market

**106. \_\_\_\_\_ refers to produce and earn at least what the business did the last year.**

- a. Profit
- b. Survival
- c. Progress
- d. None of the above

**107. Which of the following factor is considered while developing premises in the planning process?**

- a. Government policy
- b. Technological changes
- c. Cost of raw materials
- d. None of the above

**108. \_\_\_\_\_ is the right to issue orders or make decisions.**

- a. To manage
- b. Government policy
- c. Supervise
- d. Authority

**109. Developing responsible employees is a/an \_\_\_\_\_ process.**

- a. Leading
- b. Planning
- c. Coordinating
- d. Old

**110. \_\_\_\_\_ is the function of employing eligible people for the company.**

- a. Planning
- b. Staffing
- c. Strategy
- d. Mission

**111. In a joint stock company, loans are repaid by the \_\_\_\_\_.**

- a. members
- b. promoters.
- c. company
- d. none of the above

**112. A private limited company can have minimum \_\_\_\_\_ and maximum \_\_\_\_\_ members.**

- a. 4, 50
- b. 4, 20
- c. 2, 50
- d. 2, 20

**113. In a private limited company, generally \_\_\_\_\_ are the members.**

- a. partners
- b . Neighbors
- c. friend and family members
- d. anyone

**114. A company in which not less than \_\_\_\_\_ of the paid up share capital is held by Government is known as a Government company..**

- a.48%
- b.49%
- c. 50%
- d.51%

**115. In a line organization the authority flows from**

- a. subordinate to subordinate
- b. superior to superior.
- c. subordinate to superior.
- d. superior to subordinate

**116. In a line organization who is responsible for final results?**

- a. the workers
- b. the superior authority
- c. the manager
- d. the foreman

**117. \_\_\_\_\_ donot pay taxes on the profit earned.**

- a. Partnerships
- b. Private ltd companies
- c. Public ltd. Companies.
- d. All of the above

**118. Line organization is:**

- a. rigid
- b. flexible
- c .strong
- d. expensive

**119. What sort of company is Infosys?**

- a. Public Ltd.
- b. Private Ltd
- c. Partnership
- d. none of them

**120. In functional organization activities are grouped by \_\_\_\_\_ function.**



- a. common                      b. separate
- c. grouped                      d. special

**121. According to law \_\_\_\_\_ is not viewed as a separate legal entity.**

- a. Entrepreneur              b. Partner
- c. Company                      d. Proprietorship

**122. In functional organization, line authority.**

- a. does not exist              b. certainly exists
- c. partially exists              d. somewhat exists

**123. \_\_\_ is a voluntary organization formed to serve the members and for the welfare of society.**

- a. Cooperative society      b. Company
- c. Public Limited company    d. None of the above

**124. Line organization lacks:**

- a. coordination              b. conflicts
- c. specialization              d. nothing

**125. Line and staff organization is the modification of:**

- a. Functional organization    b. Staff organization
- c. Special organization        d. Line organization

**126. The staff specialist provides \_\_\_\_\_ to line managers.**

- a. machine                      b. work
- c. advice                        d. order

**127. Which the following is not an advantage of a public limited company.**

- a. Quick formation            b. Large capital
- c. Professional management    d. Limited liability

**128. Project organization is a/an \_\_\_\_\_ organizational structure.**

- a. Temporary                      b. Permanent
- c. Annual                              d. Quarterly

**129. Assistant to the president to a company refers to which type of authority.**

- a. Line   b. Functional   c. Assistant   d. Staff

**130. Members of a project organization are from the \_\_\_\_\_ department.**

- a. higher   b. HR   c. functional   d. CEO

**131. In a department the \_\_\_\_\_ is in charge of a department.**

- a. manager      b. HR   c. CEO   d. project manager

**132. \_\_\_\_\_ is a right to issue orders.**

- a. Responsibility                      b. Span                      c. Stability                      d. Authority

**133. The persons forming a joint stock company are \_\_\_\_\_**

- a. Partners   b. Entrepreneurs   c. Promoters                      d. Investors

**134. Which of the following is not the responsibility of a product manager?.**

- a. Quality      b. Quantity                      c. Storage of goods                      d. Controlling accident

**135. \_\_\_\_\_ authority is the right given to an individual or a department to control specified processes or activities in other department.**

- a. Functional      b. Line      c. Project                      d. Job

**136. The process of concentration of \_\_\_\_\_ authority with the top management is known as centralization.**

- a. Top      b. Functional                      c. Line                      d. Decision making

**137. In a project organization, the members can be from:**

a. within the organization      b. outside the organization      c. None of the above      d. a & b

**138. Which of the following can be considered as a project organization?**

a. Car production      b. Manufacturing of parts  
c. Installation of a dairy      d. None of the above

**139. The advantages of project organization are**

a. It takes less time to complete      b. Maximum use of specialist knowledge  
c. Decisions are taken independently      d. None

**140. The process of \_\_\_\_ of tasks of similar nature is known as departmentation.**

a. arranging      b. deciding      c. aligning      d. grouping

**141. The various departments in a company are: capacitors, sensors, resistors and**

**Fuses. It is an example of departmentation on the basis of:**

a. Process      b. Product      c. Function      d. Project

**142. A public limited company can have minimum \_\_\_\_ and maximum \_\_\_\_ members.**

a. 2, unlimited      b. 2,100      c. 4,100      d. 7, unlimited

**143. Suggest a suitable form of ownership for a bicycle repair business.**

a. Public Limited      b. Private Limited      c. Partnership      d. None of the above

**144. Memorandum of Association of a company does not contain:**

a. Purpose      b. Liability      c. Authorized capital      d. Dividend

**145. Departmentation helps to improve the \_\_\_\_\_ of an organization.**

a. effectiveness      b. life      c. quality      d. skills

**146. Which of the following is not an element of a Communication process?**

- a. Feedback      b. Noise      c. Span      d. Message

**147. \_\_\_\_ is the legitimate power to exercise influence, make decisions, carry out action and to direct others.**

- a. C.E.O      b. Supervisor      c. Responsibility      d. Authority

**148. \_\_\_\_ is essential to direct, guide, instruct, and order the subordinate.**

- a. Manager      b. Authority      c. Responsibility      d. Chairman

**149. The authority that a \_\_\_\_ possesses is known as line authority.**

- a. Subordinate      b. Manager      c. Superior      d. Chief Executives

**150. The life and existence of a \_\_\_\_ doesn't depend upon the life of members.**

- a. Partnership      b. Entrepreneurship      c. Proprietorship      d. Company

**151 Advantage of centralization**

- a) Greater Quality
- b) Greater Control
- c) Greater self-satisfaction amongst staff
- d) Great fluency of work

**152. In centralization the skills of the middle level management are**

- a) Increased
- b) Decreased
- c) Underestimated
- d) Underutilized

**153. With \_\_\_\_\_, the top management can focus on strategic issues for finding new avenues and opportunities.**

- a) Work
- b) Processes
- c) Centralization
- d) Decentralization.

**154. In partnership, the partners have unlimited liability:**

- a) True
- b) False
- c) Partly True
- d) Partly False

**155. The speed of decision making is quick in \_\_\_\_\_.**

- a) Centralization
- b) Decentralization
- c) Span of control
- d) None of above

**156. \_\_\_\_\_ is the number of subordinates that can be effectively supervised.**

- a) Centralisation
- b) Decentralisation
- c) Span of control
- d) None of above

**157. The organization always prefers \_\_\_\_\_ span of control.**

- a) Small
- b) Economical
- c) Wide
- d) Narrow

**158. In a tall organization structure, the span of control is:**

- a) Economical
- b) Big

- c) Wide
- d) Narrow

**159. In a flat organization structure, the span of control is:**

- a) Economical
- b) Big
- c) Wide
- d) Narrow

**160. Which the following is the advantage of a narrow span?**

- a) Closer Supervision
- b) Lower Overhead
- c) Economical
- d) More Delegation

**161. Which of the following is the advantage of a wide span?**

- a) Lesser skilled people Managed easily
- b) Monitoring is easy
- c) Lower Operational cost
- d) Good Communication

**162. Supervisors with high ability can have \_\_\_\_\_.**

- a) Narrow span
- b) Wide span
- c) Big span
- d) Small Span.

**163. Managers at lower level can have \_\_\_\_\_ span of control.**

- a) Wide
- b) Narrow
- c) Low
- d) High

**164. When complexity of a work is more, then \_\_\_\_\_ is preferable.**

- a) Narrow span
- b) Wide span
- c) Big span
- d) Small Span.

**165. Delegation is a right given by a \_\_\_\_ to \_\_\_\_ to make decisions.**

- a) Manager , Employee
- b) CEO, HR
- c) Manager , Supervisor
- d) Supervisor , Subordinate

**166. Organization is a/an \_\_\_\_\_ a system.**

- a) Closed
- b) Exposed
- c) Open
- d) None of above

**167. In order to have flexibility, the maintenance activities must be supported by \_\_\_\_\_ activities.**

- a) Co ordinate
- b) Adaptive
- c) Supportive
- d) Financial

**168. Which of the following not an adaptive activity?**

- a) Modified plans
- b) Extensive market research
- c) Outsourcing of services
- d) Material development

**169. Minimum \_\_\_\_\_ and maximum \_\_\_\_\_ persons can be partners in a business.**

- a) 4,20
- b) 2,20
- c) 4,10

d) 2,10

**170. Which one of the following is not included in the “Contents of Partnership Deed”?**

- a) Name of Partnership Firm
- b) Duration of partnership
- c) Permanent address of partnership Business.
- d) Face value of share.

**171. \_\_\_\_\_ concentrates on development of the organization.**

- a) Availability
- b) Stability
- c) Productivity
- d) Flexibility

**172. Stability is reluctance to \_\_\_\_\_.**

- a) Change
- b) Productivity
- c) Availability
- d) Predictability

**173. Communication is the transfer of \_\_\_\_\_.**

- a) Words
- b) Speech
- c) Message
- d) Sayings

**174. Noise is the \_\_\_\_\_ in communication.**

- a) Medium
- b) Transmitter
- c) Both a and b.
- d) Barrier

**175. The communication process is said to be completed only when receiver has \_\_\_\_\_ the message.**

ANS

- a) Received
- b) Read
- c) Understood



d) Seen.

**176. Which one of the following is not a form of communication?**

- a) Downward
- b) Upward
- c) Horizontal
- d) Diagonal.