

BUSINESS MANAGEMENT

- 1) Downward communication in an organization or company does **not** include ____.
 - A) providing opportunities for employees to provide supervisors with updates
 - B) delivering copies of job descriptions to all employees
 - C) employee performance reviews conduct annually
 - D) regularly scheduled staff meetings where management shares objectives and achievements

- 2) Which reports examine a problem and suggest solutions?
 - A) analytical
 - B) formal
 - C) informational
 - D) persuasive

- 3) A(n) ____ manager typically orders employees to do certain tasks but does not tell the employees how the tasks contribute to the final task.
 - A) free-rein
 - B) autocratic
 - C) bossy
 - D) participative

- 4) The step-by-step flow of information, tasks, and resources from one individual or team to another within the same organization.
 - A) separate but coordinated
 - B) independent cooperation
 - C) sequential interdependence
 - D) enterprise dependence

- 5) The ____ Act is a federal law that provides pensions to retired workers and disabled workers.
 - A) Occupational Safety and Health
 - B) Americans with Disabilities
 - C) Fair Labor Standards
 - D) Social Security

- 6) A new business should first ____.
 - A) put all activities into one large unit

- B) group activities into a few natural divisions
 - C) create many small units
 - D) prepare unit work schedules
- 7) Which of the following is the first step in the career planning process?
- A) employment market analysis
 - B) career development
 - C) application process
 - D) personal assessment
- 8) Failing to recognize workers' differences and needs does **not** _____.
- A) lead to claims of discrimination
 - B) cause low morale among workers
 - C) lead to low productivity
 - D) encourage competition among the workforce
- 9) Retained earnings are **not** used to _____.
- A) add new buildings for business expansion
 - B) build a cash reserve as financial protection in the future
 - C) pay dividends to stockholders
 - D) replace depreciated buildings and equipment
- 10) Charging high prices for new products entering the market is called _____.
- A) market penetration
 - B) skimming the market
 - C) the balloon strategy
 - D) market distribution
- 11) Training and development should **not** be provided by the human resources department when _____.
- A) an employee is terminated for questionable performance
 - B) an employee is first hired by the company
 - C) layoffs occur to help employees prepare for new jobs
 - D) an employee is transferred or promoted
- 12) Corporations acquire capital by selling _____.

- A) stocks
- B) securities
- C) ALL ANSWERS ARE CORRECT
- D) bonds

13) SWOT analysis does **not** look at a business's _____.

- A) timeline
- B) strengths
- C) weaknesses
- D) opportunities

14) The form of business with limited liability is _____.

- A) partnership
- B) corporation
- C) franchise
- D) proprietorship

15) One advantage of international business is _____.

- A) political risk
- B) server exchange rate risk
- C) allowing countries to expand their markets and access goods and services that otherwise may not have been available domestically
- D) credit risk

- 1) A
- 2) A
- 3) B
- 4) C
- 5) D
- 6) B
- 7) D
- 8) D
- 9) C
- 10) B
- 11) A
- 12) C
- 13) A
- 14) B
- 15) C