#### MID-TERM EXAM PRINCIPLE OF MANAGEMENT

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CLASS: QH2020E QTKD CLC 3

#### I. TRUE/FALSE QUESTIONS

 The four basic management functions are planning, organizing, influencing and controlling. TRUE FALSE

 Planning involves choosing tasks that must be performed to attain organizational goals, outlining how the tasks must be performed, and indicating when they should be performed. TRUE FALSE

 Planning is concerned only with organizational success in the short term, while organizing is concerned with the more distant future (long term).

TRUE FALSE

4) Efficient means that a small proportion of total resources contributes to productivity during the manufacturing process; inefficient means that a large proportion of resources contributes to productivity.

TRUE FALSE

Management jobs vary but management principles are universal. The basic ingredients of successful management are applicable to all organizations.

TRUE FALSE

6) Technical skills involve the ability to apply specialized knowledge and expertise to work-related techniques and procedures.

TRUE FALSE

Human skills, unlike technical skills, involve the ability to see the organization as a whole.
TRUE FALSE

 As one moves from lower-level management to upper-level management, conceptual skills become more important and technical skills less important.

TRUE FALSE

 In an organization, short-term planning, clarifying objectives of jobs in organizations, and monitoring operations and performance are task-related activities.

TRUE FALSE

10) Frederick W. Taylor is commonly called the "father of scientific management." TRUE FALSE

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#### **Table of Contents Midterm Exam For Principles Of Management**

- 1. Understanding the eBook Midterm Exam For Principles Of Management
  - The Rise of Digital Reading Midterm Exam For Principles Of Management
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Midterm Exam For Principles Of Management
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Midterm Exam For Principles Of Management
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Midterm Exam For Principles Of Management
  - Personalized Recommendations

- Midterm Exam For Principles Of Management User Reviews and Ratings
- Midterm Exam For Principles Of Management and Bestseller Lists
- 5. Accessing Midterm Exam For Principles Of Management Free and Paid eBooks
  - Midterm Exam For Principles Of Management Public Domain eBooks
  - Midterm Exam For Principles Of Management eBook Subscription Services
  - Midterm Exam For Principles Of Management Budget-Friendly Options
- 6. Navigating Midterm Exam For Principles Of Management eBook Formats
  - o ePub, PDF, MOBI, and More
  - Midterm Exam For Principles Of Management Compatibility with Devices
  - Midterm Exam For Principles Of Management Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Midterm Exam For Principles Of Management
  - Highlighting and Note-Taking Midterm Exam For Principles Of Management
  - Interactive Elements Midterm Exam For Principles Of Management
- 8. Staying Engaged with Midterm Exam For Principles Of Management
  - o Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Midterm Exam For Principles Of Management
- 9. Balancing eBooks and Physical Books Midterm Exam For Principles Of Management
  - ∘ Benefits of a Digital Library
  - Creating a Diverse Reading Collection Midterm Exam For Principles Of Management
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Midterm Exam For Principles Of Management
  - Setting Reading Goals Midterm Exam For Principles Of Management
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Midterm Exam For Principles Of Management
  - Fact-Checking eBook Content of Midterm Exam For Principles Of Management

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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