

1-The merger of these two companies will create the world biggest firm."merger" means

- 1. authority
- 2. combination
- 3. accomodation
- 4. modification

2-The purpose of organizational modification is to increase its effectiveness. "modification" means

- 1. stability
- 2. movement
- 3. feedback
- 4. changing

3-Organizational characteristics can support or inhibit the development of creative ideas. "inhibit" means

- 1. encourage
- 2. withstand
- 3. prevent
- 4. facilitate

4-They've diagnosed the source of problems. "diagnose" means

- 1. recognized
- 2. convinced
- 3. solved
- 4. stagnated

5-Technological breakthrough is one of the significant changes in our organization. "breakthrough" means

- 1. exploration
- 2. developement
- 3. role
- 4. perspective

6-I always try tocustomers with the new conditions.

- 1. retrieve
- 2. integrate
- 3. recruit
- 4. accomodate

7-To permit an organization's managers to.the health of the organization, the confrontation meeting may be used.

- 1. expose
- 2. assess
- 3. encompass
- 4. coordinate

8-He is the worker's representative on the

- 1. hierarchy
- 2. flow
- 3. labor
- 4. board

9-can be defined as the position of a person or group of people in a particular situation.

- 1. regulation
- 2. Labor
- 3. Role
- 4. Policy

10-Lack of raw materials is the biggest.....for us to produce this products.

- 1. barrier
- 2. integration
- 3. stubbornness
- 4. modifier

11-His decission has aeffect, and it can improve our company.

- 1. beneficial
- 2. stagnant
- 3. flexible
- 4. redusive

12-With all these foreign imports,our products have lost its.....advantage.

- 1. rational
- 2. generative
- 3. competitive
- 4. integrative

- 13- Thestage of the creative process in organizations consists of those steps that bring a solution to the market.
1. developing
 2. implementation
 3. managing
 4. controlling
- 14- In order to make the company.....it will unfortunately be necessary to reduce staffing levels.
1. destructive
 2. widespread
 3. voluntary
 4. viable
- 15- When some one is able to change according to the situation, it is said that s/he is.
1. active
 2. craftsman
 3. productive
 4. flexible
- 16- Renewal process refers to the way managers.....their problem solving process to the environment.
1. convince
 2. decrease
 3. expose
 4. adapt
- 17- We provided ourselves withof food in case there are shortages later.
1. profitability
 2. price
 3. stocks
 4. promotion
- 18- People change focuses on such factors as employee'sand leadership skills.
1. payroll
 2. empowerment
 3. workflow
 4. attitude
- 19- I think that youron education is rising.
1. perspective
 2. craftsmanship
 3. expenditure
 4. fulfillment
- 20- Creative managers try to take thein dealing with the problem.
1. technology
 2. initiative
 3. competition
 4. modification
- 21- Transactional analysis attempts to reduce.....communication habits.
1. long-range
 2. destructive
 3. interpersonal
 4. fundamental
- 22-is an amount of money paid to an employee who is to be dismissed for reasons other than his own fault.
1. Severance
 2. Pension
 3. Salary
 4. Payroll
- 23- A good management depends on the successfulof many parts of an organization.
1. integration
 2. succession
 3. intervention
 4. conglomerate
- 24-is the process of attracting and selecting employees for positions in accordance with organizational goals.
1. Evaluation
 2. Staffing
 3. Training
 4. Planning

25- The creativity that sparks an innovation can originate either inside or outside the organization. "spark" means.

- | | | | |
|---------------|-------------|---------------|---------------|
| 1. مضاعف کردن | 2. منجر شدن | 3. تشویق کردن | 4. اصلاح کردن |
|---------------|-------------|---------------|---------------|

26- OD, is not a narrowly focused, short-term attempt at immediate change. "narrowly focused" means.

- | | | | |
|-------------|-------------|-----------|--------------|
| 1. کم اهمیت | 2. با اهمیت | 3. متمرکز | 4. قابل اجرا |
|-------------|-------------|-----------|--------------|

27- Organic structures facilitate the flexibility, and adaptation that make the adoption of innovations easier. "organic" means.

- | | | | |
|----------|------------|-----------|---------|
| 1. موقتی | 2. هماهنگی | 3. متوالی | 4. پویا |
|----------|------------|-----------|---------|

28- They offer him a comprehensive training in all aspects of the business. "comprehensive" means.

- | | | | |
|-----------|-----------|----------|---------|
| 1. متوالی | 2. همیشگی | 3. معقول | 4. جامع |
|-----------|-----------|----------|---------|

29- He is very apt at doing difficult jobs. "apt" means.

- | | | | |
|-----------|----------|------------|---------|
| 1. وابسته | 2. مستعد | 3. بازرگان | 4. دقیق |
|-----------|----------|------------|---------|

30- the change agent and selected managers examine the data and develop a preliminary diagnosis of the nature of the problem. "preliminary" means.

- | | | | |
|---------|-------------|------------|-----------|
| 1. رایج | 2. متبحرانه | 3. مقدماتی | 4. تشخیصی |
|---------|-------------|------------|-----------|

1	ب
2	الف
3	ج
4	د
5	د
6	ب
7	ج
8	الف
9	د
10	ج
11	الف
12	الف
13	د
14	ب
15	ج
16	ب
17	د
18	ب
19	د
20	الف
21	ج
22	الف
23	ب
24	ج
25	ب
26	د
27	الف
28	ج
29	ج
30	ب

1- This factory has very good facilities for producing its products. 'Facilities' means..... .

- 1. policies
- 2. services
- 3. equipments
- 4. consultants

2- We mustour efforts to help the organization.

- 1. coordinate
- 2. coordinates
- 3. coordinated
- 4. coordination

3- Technologicalis one of the best effects of continuous change of an organization.

- 1. barriers
- 2. reduction
- 3. authority
- 4. breakthrough

4- A successful manager has the ability to determine how much changes employees can withstand. 'Withstand' means..... .

- 1. obscure
- 2. encourage
- 3. convince
- 4. resist

5- The managers can hardly change their employees' attitude. 'Attitude' means..... .

- 1. role
- 2. opinion
- 3. assistance
- 4. hierarchy

6- You gave some excuses for not having been at the meeting but those excuses were not very

- 1. convincing
- 2. convince
- 3. convincingly
- 4. convincer

7- This new project will generate many new jobs. 'generate' means..... .

- 1. compete
- 2. refine
- 3. retrieve
- 4. produce

8- Organizational processes can support or inhibit the development of creative ideas. 'Inhibit' means..... .

- 1. prevent
- 2. intrigue
- 3. receive
- 4. expose

9- The unemployment rate is a serious problem which won't just disappear overnight. 'Rate' means..... .

- 1. labor
- 2. pace
- 3. role
- 4. change

10- They must give aexplanation for what happened. Their explanation should be based on reason.

- 1. viable
- 2. flexible
- 3. rational
- 4. competitive

11- Since the janitor was sick, the employees cleaned the floor of the office at the end of the day. 'Janitor' means..... .

- 1. executive
- 2. expert
- 3. caretaker
- 4. craftsman

12- The repairs of this factory equipments require a lot of We need a lot of money.

- 1. succession
- 2. expenditure

- 3. stagnation
- 4. working condition

13- Changing this technology is now operative in this company. 'Operative' means..... .

- | | | | |
|--------------|----------------|---------------|-----------|
| 1. permanent | 2. fundamental | 3. out of use | 4. in use |
|--------------|----------------|---------------|-----------|

14- The managerstheir employees' performance in order to improve their work settings. They examine their performance.

- | | | | |
|------------|------------|-----------|-----------|
| 1. obscure | 2. operate | 3. expose | 4. screen |
|------------|------------|-----------|-----------|

15- Compensation includes , benefits, and incentives given to employees in exchange for their work.

- | | | | |
|----------|----------------|----------------|-------------|
| 1. wages | 2. integration | 3. fulfillment | 4. staffing |
|----------|----------------|----------------|-------------|

16- The plan of this organization needs modification. 'Modification' means..... .

- | | | | |
|---------------|-------------|---------------|-------------|
| 1. regulation | 2. research | 3. downsizing | 4. changing |
|---------------|-------------|---------------|-------------|

17- Our manager has noof the problem.

- | | |
|------------------|--------------------|
| 1. comprehend | 2. comprehensive |
| 3. comprehension | 4. comprehensively |

18- You can discuss problems and plan remedial actions by the confrontation meeting. 'Remedial' means..... .

- | | | | |
|--------------|------------|--------------|-----------|
| 1. voluntary | 2. helping | 3. temporary | 4. viable |
|--------------|------------|--------------|-----------|

19- My.....is well-known to all employees.

- | | | | |
|-----------------|-------------|---------------|----------------|
| 1. stubbornness | 2. stubborn | 3. stubbornly | 4. competitive |
|-----------------|-------------|---------------|----------------|

20- You need more.....from the buyers in order to improve your products. You need more information about your products from the buyers.

- | | | | |
|---------------|-------------|----------------|------------|
| 1. attendance | 2. feedback | 3. fulfillment | 4. renewal |
|---------------|-------------|----------------|------------|

21- If you do something on your own, you will plan it and decide to do it yourself without anyone telling what to do.

- | | | | |
|---------|--------------|------------------|---------------|
| 1. type | 2. longevity | 3. stabilization | 4. initiative |
|---------|--------------|------------------|---------------|

22- Our manager is doubtful that this technology will be financially..... . He needs a new technology.

- | | | | |
|----------------|---------------|-----------|------------------|
| 1. integrative | 2. sequential | 3. viable | 4. interpersonal |
|----------------|---------------|-----------|------------------|

23- A model developed by Hellriegel and Slocum shows the relative importance of change to organizational survival. 'Survival' means..... .

- | | | | |
|----------|-----------|---------|-------------|
| 1. اصلاح | 2. کارآیی | 3. بقاء | 4. بهره وری |
|----------|-----------|---------|-------------|

24- An organization that stimulates creativity is one that develops novel approaches to things. 'Novel' means..... .

- | | | | |
|---------|--------|-----------|----------|
| 1. تازه | 2. مضر | 3. سودآور | 4. قدیمی |
|---------|--------|-----------|----------|

25- Managers can use four procedures to determine the training needs of individuals in their organization or subunits. 'Training' means..... .

- | | | | |
|-----------|----------|-------------|-----------|
| 1. آموزشی | 2. تخصصی | 3. تبلیغاتی | 4. پژوهشی |
|-----------|----------|-------------|-----------|

26- Productivity in all organizations is determined by how human resources interact to the rest of the organization. 'Productivity' means..... .

- | | | | |
|---------|-----------|----------|-------------|
| • تولید | 2. پیشرفت | 3. توسعه | 4. بهره وری |
|---------|-----------|----------|-------------|

27- Change after change without stability typically results in confusion. 'Stability' means.

- | | | | |
|---------|-------------|---------|---------|
| 1. رکود | 2. یکپارچگی | 3. سرعت | 4. ثبات |
|---------|-------------|---------|---------|

28- Outside consultants and experts are important sources of information for managers. 'Consultants' means.

- | | | | |
|-----------|-------------|-----------|------------|
| • مشاوران | 2. ساختارها | 3. مدیران | 4. کارکنان |
|-----------|-------------|-----------|------------|

29- The top managers are very apt at doing difficult tasks. 'Apt' means.

- | | | | |
|-----------|----------|----------|---------|
| 1. وابسته | 2. مستعد | 3. متخصص | 4. دقیق |
|-----------|----------|----------|---------|

30- The change agent can develop a preliminary diagnosis of the nature of the problem. 'Diagnosis' means.

- | | | | |
|---------|----------|----------|----------|
| • تردید | 2. تشخیص | 3. تهدید | 4. تغییر |
|---------|----------|----------|----------|

شماره سوال	
1	ج
2	الف
3	د
4	د
5	ب
6	الف
7	د
8	الف
9	ب
10	ج
11	ج
12	ب
13	د
14	د
15	الف
16	د
17	ج
18	ب
19	الف
20	ب
21	د
22	ج
23	ج
24	الف
25	الف
26	د
27	د
28	الف
29	ب
30	ب

1- **Management facilitated the change by showing the employees the manufacturing process. facilitate means.....**

- | | |
|----------------------------|------------------------------|
| 1. spending alot of money | 2. make easier or possible |
| 3. looking for new members | 4. change something slightly |

2- **Unemployment in this part of the country is virtually non-existent. virtually means.....**

- | | | | |
|----------|-----------|---------------|-----------|
| 1. never | 2. always | 3. especially | 4. almost |
|----------|-----------|---------------|-----------|

3- **Creative people tend to be more flexible than non-creative people. flexible means.....**

- | | |
|------------------------------|------------------------------|
| 1. able to be changed easily | 2. lasting for very long |
| 3. considering all parts | 4. clever and quick to learn |

4- **The firm manufactures electrical devices. manufacture means.....**

- | | |
|-----------------------|----------------------------------|
| 1. suit new condition | 2. the act of reducing things |
| 3. resist something | 4. the business of making things |

5- **Companies are trying to cut costs and speed decision making by reducing the number of middle managers. reduce means.....**

- | | |
|--------------|-----------------------------|
| 1. make less | 2. leave without protection |
| 3. make more | 4. dismiss from job |

6- **Their company gives advice about mergers of big companies. merger means.....**

- | | |
|------------|---|
| 1. benefit | 2. the combining of two or more company |
| 3. danger | 4. the process of diagnosing |

7- **They need to refine oil in order to refine it and separate out the different elements. refine means.....**

- | | |
|-------------------------|-------------|
| 1. make pure or improve | 2. discover |
| 3. use for advantage | 4. arrange |

8- **They must be convinced by pay, benefits, and working conditions to take and keep the job. convince means.....**

- | | |
|-------------------------|------------|
| 1. make someone certain | 2. include |
| 3. make less clear | 4. develop |

9- **The most overlooked skill of successful change agent is the ability to determine how much changes employees can withstand. withstand means.....**

- | | | | |
|-----------|------------|------------|--------------|
| 1. resist | 2. examine | 3. dismiss | 4. recognize |
|-----------|------------|------------|--------------|

10- Many are doubtful that this technology will ever be financially viable. viable means.....

- | | |
|------------------------------|-------------------------------|
| 1. able to continue to exist | 2. having the power of reason |
| 3. tend to destroy something | 4. describing a product |

11- Changing an organization is the process ofan existing organization.

- | | | | |
|--------------|--------------|--------------|--------------|
| 1. modifying | 2. accepting | 3. resulting | 4. surviving |
|--------------|--------------|--------------|--------------|

12- The plan was not very well

- | | | | |
|----------------|-----------------|----------------|-------------------|
| 1. coordinated | 2. coordination | 3. coordinator | 4. coordinatively |
|----------------|-----------------|----------------|-------------------|

13- Computers are used to store and information efficiently.

- | | | | |
|----------|-----------|---------|-------------|
| 1. focus | 2. reject | 3. lose | 4. retrieve |
|----------|-----------|---------|-------------|

14- These measures will increase the company's ability to income.

- | | | | |
|-------------|-----------|-----------|-----------|
| 1. generate | 2. demand | 3. become | 4. employ |
|-------------|-----------|-----------|-----------|

15- He attributed his to two factors- taking exercise and not smoking.

- | | | | |
|---------------|-------------|--------------|--------------|
| 1. regulation | 2. sequence | 3. longevity | 4. severance |
|---------------|-------------|--------------|--------------|

16- They have tried to take the in dealing with the problem.

- | | | | |
|----------|--------------|-------------|---------------|
| 1. unity | 2. diagnosis | 3. industry | 4. initiative |
|----------|--------------|-------------|---------------|

17- Her knowledge all aspects of the business.

- | | | | |
|----------------|-----------|---------------|-------------|
| 1. encompasses | 2. guides | 3. encourages | 4. obscures |
|----------------|-----------|---------------|-------------|

18- Some experts think that government is useful to reduce the goods prices.

- | | | | |
|-----------------|-----------------|--------------|-----------------|
| 1. distribution | 2. exploitation | 3. reduction | 4. intervention |
|-----------------|-----------------|--------------|-----------------|

19- It is studying or examining an activity which takes place in the course of business. it refers to.....

- | | |
|-------------------------|-------------------|
| 1. working condition | 2. team building |
| 3. transaction analysis | 4. test marketing |

20- It includes the direct wages, benefits, and incentives given to employees in exchange for their work. it refers to.....

- | | | | |
|---------------|-----------------|----------------|---------------|
| 1. management | 2. compensation | 3. development | 4. evaluation |
|---------------|-----------------|----------------|---------------|

21- The company needs to return to profitability extremely soon. profitability means.....

- | | | | |
|-----------|--------------|--------------|----------------|
| 1. سوددهی | 2. گروه بندی | 3. بازاریابی | 4. برنامه ریزی |
|-----------|--------------|--------------|----------------|

22-A conglomerate chemical company has different divisions in different parts of the country. conglomerate means.....

1. تلفیق تجاری
2. مقام بزرگ
3. اقدام احتیاطی
4. شرکت بزرگ

23-The employers have a process consultation to decide whether to increase their workers wages. process consultation means.....

1. مشاوره مراحل عملیات
2. موسسه بازرگانی
3. مسئول دریافت اطلاعات
4. منبع انسانی

24-The job rotation is used on a smaller scale within a working group in that factory. job rotation means.....

1. گردش کار
2. تحقیق کاری
3. جستجوی کار
4. شرایط کاری

25-Management should conduct periodic reviews to make sure that the change is accomplishing itsintended purpose. periodic review means.....

1. مقرری بازنشستگی
2. علوم رفتاری
3. بازنگري ادواری
4. عامل تغییر

26-A fear of unemployment is one of the factors behind the current stagnation in the property market. stagnation means.....

1. کسادى
2. تلفیق
3. توالی
4. توسعه

27-His task assignment was to collect unclear evidance for investigation. task assignment means.....

1. ابتکارعمل
2. موجودی انبار
3. پرداخت بهره
4. واگذاری کار

28-While a high rate of innovation often reduces short-term profitability, it is crucial for long-term growth.crucial means.....

1. همیشگی
2. حیاتی
3. موقتی
4. اصلاحی

29- We will be running a workshop on women'sempowerment. empowerment means.....

1. اختیار
2. هماهنگی
3. تشخیص
4. کارآیی

30-In organizations that favor stability over growth, a traditional caretaker style of management may be preferred. stability means.....

1. پیشرفت
2. رقابت
3. بازخورد
4. ثبات

شماره سوال	
1	ب
2	د
3	الف
4	د
5	الف
6	ب
7	الف
8	الف
9	الف
10	الف
11	الف
12	الف
13	د
14	الف
15	ج
16	د
17	الف
18	د
19	ج
20	ب
21	الف
22	د
23	الف
24	الف
25	ج
26	الف
27	د
28	ب
29	الف
30	د

1- He is afraid he can't generate much interest for the job. generate means

- | | | | |
|------------|---------|-----------|----------|
| 1. produce | 2. fire | 3. narrow | 4. limit |
|------------|---------|-----------|----------|

2- The most overlooked skill of successful change agents is the ability to determine how much changes employees can withstand. withstand means

- | | | | |
|------------|-----------|-----------|-------------|
| 1. improve | 2. resist | 3. behave | 4. increase |
|------------|-----------|-----------|-------------|

3- Proper integration of all these groups is necessary for a quality innovation to be produced on time. integration means

- | | | | |
|------------|------------|-------------|------------|
| 1. joining | 2. leaving | 3. refusing | 4. finding |
|------------|------------|-------------|------------|

4- Some workers were inhibited from speaking by the presence of more managers. inhibit means

- | | | | |
|-------------|-------------|------------|------------|
| 1. convince | 2. interest | 3. examine | 4. prevent |
|-------------|-------------|------------|------------|

5- The purpose of modifications is to increase organizational effectiveness. modification means

- | | | | |
|-----------|----------------|-----------|--------------|
| 1. change | 2. manufacture | 3. refuse | 4. advantage |
|-----------|----------------|-----------|--------------|

6- If the economic stagnation in many countries is to be overcome, trade needs to be increased between industry and developing nations. stagnation means

- | | |
|----------------------------|-------------------------|
| 1. profession of engineer | 2. production of things |
| 3. examination of subjects | 4. lack of development |

7- He is a new breed of manager whose performance seems necessary. breed means

- | | | | |
|------------|----------|-----------|---------|
| 1. context | 2. point | 3. action | 4. kind |
|------------|----------|-----------|---------|

8- This confrontation between the two groups leads to fighting. confrontation means

- | | |
|-------------------------|------------------------------|
| 1. the act of facing | 2. the result of testing |
| 3. the making of things | 4. the determination of goal |

9- The unemployment rate in the undeveloped countries has risen. rate means

- | | | | |
|----------|-----------|----------|---------|
| 1. store | 2. profit | 3. plant | 4. pace |
|----------|-----------|----------|---------|

10- We need to make sure that we exploit our resources as fully as possible. exploit means

- | | | | |
|-------------|--------------|-------------|------------------|
| 1. pay well | 2. make less | 3. use well | 4. make possible |
|-------------|--------------|-------------|------------------|

11- The current structure does not facilitate efficient work flow. facilitate means.....

- | | |
|-------------------|---------------------|
| 1. make difficult | 2. give information |
| 3. give advice | 4. make easier |

12- Unemployment is a(n)..... problem which won't just disappear overnight.

- | | | | |
|-------------|-------------|-------------|-------------|
| 1. remedial | 2. accurate | 3. rational | 4. stubborn |
|-------------|-------------|-------------|-------------|

13- Many employees, after 20 years working, are taking early

- | | | | |
|-----------------|----------------|----------------|---------------|
| 1. exploitation | 2. fulfillment | 3. competition | 4. retirement |
|-----------------|----------------|----------------|---------------|

14- They are expecting a large at the meeting.

- | | | | |
|---------------|-------------|---------------|---------------|
| 1. regulation | 2. sequence | 3. precaution | 4. attendance |
|---------------|-------------|---------------|---------------|

15- Structural change is aimed at increasing organizational through modifications to the existing organizational structure.

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|------------------|----------------|---------------|-------------|
| 1. effectiveness | 2. empowerment | 3. succession | 4. movement |
|------------------|----------------|---------------|-------------|

16- The workers were to considerable danger.

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|------------|---------------|------------|--------------|
| 1. exposed | 2. integrated | 3. refined | 4. intrigued |
|------------|---------------|------------|--------------|

17- Modern weapons have an extremely high power.

- | | | | |
|-----------------|----------------|------------------|----------------|
| 1. exploitative | 2. destructive | 3. collaborative | 4. integrative |
|-----------------|----------------|------------------|----------------|

18- They offer her a comprehensive training in all aspects of the business. comprehensive means

- | | | | |
|--------------|-----------|------------|-------------|
| 1. uncertain | 2. growth | 3. quality | 4. complete |
|--------------|-----------|------------|-------------|

19- The two companies worked in close with each other on the new project.

- | | | | |
|------------------|----------------|-----------------|----------------|
| 1. collaboration | 2. translation | 3. compensation | 4. transaction |
|------------------|----------------|-----------------|----------------|

20- The management have offered employees one week for each six months they have worked at the company.

- | | | | |
|--------------|--------------|--------------|---------------|
| 1. community | 2. severance | 3. authority | 4. assistance |
|--------------|--------------|--------------|---------------|

21- It is an important development or discovery that helps to provide an answer to a problem. it refers to

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|--------------|----------------|-------------|-----------------|
| 1. expertise | 2. expenditure | 3. feedback | 4. breakthrough |
|--------------|----------------|-------------|-----------------|

22- It is a list of the people employed by a company showing how much one earns. it refers to

- | | | | |
|------------|-----------|------------|------------|
| 1. barrier | 2. expert | 3. benefit | 4. payroll |
|------------|-----------|------------|------------|

23- It is a plan of how much money to take in and how to spend it . it refers to

- | | | | |
|-----------|----------|------------|-----------|
| 1. budget | 2. store | 3. pension | 4. salary |
|-----------|----------|------------|-----------|

24- It is the process of assessing the quality of an employees job performance and communicating those findings to the employee. it refers to

- | | |
|-----------------------|------------------------|
| 1. working condition | 2. employee evaluation |
| 3. strategic planning | 4. idea generation |

25- It means that managers put aside the hierarchial authority structure and let employees play a greater role in decision making. it refers to

- | | |
|-----------------------------|---------------------------|
| 1. performance appraisal | 2. sensitivity training |
| 3. collaborative management | 4. transactional analysis |

26- The company decentralized its operations last year and opened several regional offices. decentralize means

- | | | | |
|-----------------|-------------------|---------------|--------------------|
| 1. بازیابی کردن | 2. جابه جایی کردن | 3. اصلاح کردن | 4. تمرکززدایی کردن |
|-----------------|-------------------|---------------|--------------------|

27- A high rate of innovation often reduces short-term profitability. reduce short-term profitability means

- | | |
|--------------------------|------------------------------------|
| 1. کاهش سوددهی کوتاه مدت | 2. افزایش نرخ تورم برای مدتی کوتاه |
| 3. کاهش رکود کوتاه مدت | 4. افزایش گردش کار برای مدتی کوتاه |

28- He works for a recruitment consultancy in Shiraz. recruitment means

- | | |
|---------------------|----------------------------|
| 1. خرید و فروش کالا | 2. جذب و ثبت نام متقاضیان |
| 3. دستمزد و مزایا | 4. دریافت و انتقال اطلاعات |

29- His task assignment was to collect unclear evidence for investigation. task assignment means

- | | | | |
|-------------|---------------|----------------|-------------|
| 1. رد وظیفه | 2. ابتکار عمل | 3. واگذاری کار | 4. شیوه عمل |
|-------------|---------------|----------------|-------------|

30- The employers have a process consoltation to decide whether to increase their worker's wages.
process consoltation means

1. مشاوره مراحل عملیات

2. گسترش عقیده

3. جریان ارزشیابی عملکرد

4. بازنگری ادواری

1	الف
2	ب
3	الف
4	د
5	الف
6	د
7	د
8	الف
9	د
10	ج
11	د
12	د
13	د
14	د
15	الف
16	الف
17	ب
18	د
19	الف
20	ب
21	د
22	د
23	الف
24	ب
25	ج
26	د
27	الف
28	ب
29	ج
30	الف

1-The action of making people or things function together efficiently and in an organized manner is called..... .

- | | | | |
|----------------|----------------|-----------------|------------------|
| 1. competition | 2. consumption | 3. coordination | 4. contradiction |
|----------------|----------------|-----------------|------------------|

2-There's a large variety of.....in the shop. You can buy anything that you need.

- | | | | |
|---------|---------|-----------|----------|
| 1. good | 2. lots | 3. losses | 4. goods |
|---------|---------|-----------|----------|

3-The improvement in sales figures had a(n).....influence on the company as a whole. This helpful and good event happened in last July.

- | | | | |
|---------------|----------------|-----------------|------------------|
| 1. beneficial | 2. unfortunate | 3. beneficially | 4. unfortunately |
|---------------|----------------|-----------------|------------------|

4-A person to whom people go for advice is called..... .

- | | | | |
|--------------|----------------|-----------------|---------------|
| 1. convertor | 2. constructor | 3. commissioner | 4. consultant |
|--------------|----------------|-----------------|---------------|

5-This university has very good lab facilities. 'Facilities' means..... .

- | | | | |
|-------------|--------------|-------------|-------------|
| 1. teachers | 2. equipment | 3. managers | 4. students |
|-------------|--------------|-------------|-------------|

6-The two governments will never reach an agreement unless one or the other.....its demands.

- | | | | |
|-------------|-----------------|----------------|------------------|
| 1. modifies | 2. modification | 3. to modified | 4. modifications |
|-------------|-----------------|----------------|------------------|

7-Describing a product or service publically in order to persuade people to buy or use it is called..... .

- | | | | |
|-------------|--------------|----------------|-----------------|
| 1. revising | 2. consuming | 3. advertising | 4. distributing |
|-------------|--------------|----------------|-----------------|

8-A kind of test which is used to examine tentatively the degree of the marketing success is called..... .

- | | | | |
|----------------|-------------------|-----------------|-----------------|
| 1. text-making | 2. test-marketing | 3. touch-making | 4. torch-making |
|----------------|-------------------|-----------------|-----------------|

9-Trade.....make the business difficult. They prevent people from understanding or doing something.

- | | | | |
|-----------|-------------|------------|---------------|
| 1. clerks | 2. barriers | 3. helpers | 4. assistants |
|-----------|-------------|------------|---------------|

10-A good management depends on the successful.....of many parts of an organization.

- | | | | |
|--------------|---------------|---------------|----------------|
| 1. integrate | 2. integrates | 3. integrated | 4. integration |
|--------------|---------------|---------------|----------------|

11-The unemployment.....in the underdeveloped countries has risen.

- | | | | |
|---------|---------|---------|---------|
| 1. rate | 2. task | 3. role | 4. tool |
|---------|---------|---------|---------|

12- With all these foreign imports, our product has lost its.....advantage.

- | | | | |
|------------|-------------|----------------|------------------|
| 1. compete | 2. competes | 3. competitive | 4. competitively |
|------------|-------------|----------------|------------------|

13- Their prices are high because production.....are very great.

- | | | | |
|----------|----------|-----------|-----------------|
| 1. rates | 2. costs | 3. stocks | 4. creativities |
|----------|----------|-----------|-----------------|

14- My father is a retired person; he receives his.....from the government. This monthly payment is enough for his living.

- | | | | |
|------------|-----------|------------|-------------|
| 1. portion | 2. policy | 3. pension | 4. patience |
|------------|-----------|------------|-------------|

15- The amount of money for which something is sold or bought is called..... .

- | | | | |
|----------|--------|---------|--------------|
| 1. price | 2. tax | 3. risk | 4. insurance |
|----------|--------|---------|--------------|

16- At the end of the day, the employees put their chairs on their desks so that the.....had to clean the floor of the office and the other things again.

- | | | | |
|------------|---------------|-------------|------------|
| 1. manager | 2. supervisor | 3. director | 4. janitor |
|------------|---------------|-------------|------------|

17- He gave some excuses for not having been at the meeting but those excuses were not very..... .

- | | | | |
|---------------|-------------|--------------|-----------------|
| 1. convincing | 2. convince | 3. convinces | 4. convincingly |
|---------------|-------------|--------------|-----------------|

18- Like other organizational managers, human resource managers must consider their organization's environment,....., and goals.

- | | | | |
|----------|-----------|-------------|--------------|
| 1. races | 2. ranges | 3. religion | 4. resources |
|----------|-----------|-------------|--------------|

19- The employees who leave jobs within the organization must be.....unless the organization is downsizing.

- | | | | |
|------------|-------------|----------------|-------------|
| 1. replace | 2. replaces | 3. to replaces | 4. replaced |
|------------|-------------|----------------|-------------|

20- They need more.....from the consumers in order to improve their goods. The consumers' statements and information about the goods are very important.

- | | |
|--------------|-------------------|
| 1. feedback | 2. stagnation |
| 3. checkbook | 4. discouragement |

21- His sister does.....work for the Hellal Ahmar two days a week. She does her work willingly, without being forced or paid to do that.

- | | | | |
|--------------|-----------|-------------|---------------|
| 1. voluntary | 2. neural | 3. forceful | 4. compulsory |
|--------------|-----------|-------------|---------------|

- 22- There is a.....in the classification of all living creatures.
- 1. hierarchy
 - 2. hierarchical
 - 3. hierarchy
 - 4. hierarchically
- 23- To permit an organization’s managers to assess the health of the organization and set up plans of action for improving it, the confrontation meeting may be used. ‘Permit’ means..... .
- 1. live
 - 2. let
 - 3. refuse
 - 4. reject
- 24- The organization that is not creative and innovative may not survive. ‘Creative’ means..... .
- 1. صادر کننده
 - 2. وارد کننده
 - 3. خلاق
 - 4. مهجور
- 25- The production manager must work with the marketing managers. ‘Production manager’ means..... .
- 1. مدیر داخلی
 - 2. مدیر تولید
 - 3. انحصار مدیریت
 - 4. مدیر روابط عمومی
- 26- Most managers agree that if an organization is to be successful , it must change continually in response to significant developments, such as customer needs. ‘If an organization is to be successful’ means..... .
- 1. اگر سازمان موفق پیدا شود
 - 2. هر چند سازمانها موفق هستند
 - 3. چنانچه سازمانها بتوانند
 - 4. اگر سازمانی بخواهد موفق باشد
- 27- In process consultation, a consultant works with organization members to help them understand the dynamics of their working relationships in group or team situation. ‘Consultant’ means..... .
- 1. سخنگو
 - 2. مشاور
 - 3. معاون
 - 4. دستیار
- 28- The working relationship between two or three individuals is one of the techniques that can be used to improve the effectiveness of individuals. ‘Working relationship’ means..... .
- 1. رابطه اداری
 - 2. مسیر کشتیرانی
 - 3. رابطه کاری
 - 4. کار کردن سریع
- 29- Their continuing success means that they will need to hire many staff over the coming year. ‘Hire’ means..... .
- 1. استخدام کردن
 - 2. اخراج کردن
 - 3. عقب انداختن
 - 4. اجازه دادن
- 30- The company offered a comprehensive training for the workers. ‘Comprehensive’ means..... .
- 1. ناقص
 - 2. مبهم
 - 3. مختصر
 - 4. جامع

شماره سوال

- | | |
|----|-----|
| 1 | ج |
| 2 | د |
| 3 | الف |
| 4 | د |
| 5 | ب |
| 6 | الف |
| 7 | ج |
| 8 | ب |
| 9 | ب |
| 10 | د |
| 11 | الف |
| 12 | ج |
| 13 | ب |
| 14 | ج |
| 15 | الف |
| 16 | د |
| 17 | الف |
| 18 | د |
| 19 | د |
| 20 | الف |
| 21 | الف |
| 22 | ج |
| 23 | ب |
| 24 | ج |
| 25 | ب |
| 26 | د |
| 27 | ب |
| 28 | ج |
| 29 | الف |
| 30 | د |

1-The new board of directors created more jobs. 'Created' means..... .

- | | | | |
|--------------|------------|---------------|-------------|
| 1. prevented | 2. removed | 3. prescribed | 4. produced |
|--------------|------------|---------------|-------------|

2-Nobody told me where to find this job. It was sheer..... . I understood it immediately.

- | | | | |
|--------------|----------------|--------------|----------------|
| 1. intuition | 2. institution | 3. knowledge | 4. information |
|--------------|----------------|--------------|----------------|

3-His lecture captured the of the audience.

- | | | | |
|------------|-------------|---------------|----------------|
| 1. imagine | 2. imagines | 3. imaginable | 4. imagination |
|------------|-------------|---------------|----------------|

4-Any of the important divisions or branches of a business is called..... .

- | | | | |
|--------------|---------------|-----------|----------------|
| 1. departure | 2. department | 3. origin | 4. destination |
|--------------|---------------|-----------|----------------|

5-The manager could detect some minor problems on the production line. 'Detect' means..... .

- | | | | |
|-----------|-----------|--------------|--------------|
| 1. refuse | 2. reject | 3. recognize | 4. reinforce |
|-----------|-----------|--------------|--------------|

6-We want you to the everyday work of the factory.

- | | | | |
|-------------|--------------|--------------|-----------------|
| 1. organize | 2. organizes | 3. organized | 4. organization |
|-------------|--------------|--------------|-----------------|

7-It is important here to make the distinction between organizing and an organization. The former is a process, and the latter is a social group. distinction means

- | | | | |
|----------|---------|----------|----------|
| 1. هزینہ | 2. عرضه | 3. تمایز | 4. تقاضا |
|----------|---------|----------|----------|

8-The managers must be sure the actions of the organization's members do in fact move the organization toward its goals.

- | | | | |
|------------|-----------|------------|---------------|
| 1. unclear | 2. stated | 3. unknown | 4. impossible |
|------------|-----------|------------|---------------|

9-He is one of the most important in acting as a business agent.

- | | | | |
|----------|------------|------------|------------|
| 1. tasks | 2. leaders | 3. factors | 4. domains |
|----------|------------|------------|------------|

10-The series of actions or operations that are performed to do something are called..... .

- | | | | |
|------------|-----------|------------|-------------|
| 1. process | 2. profit | 3. present | 4. pressure |
|------------|-----------|------------|-------------|

11-The government a law about business affairs in the parliament last week.

- | | |
|-------------------|---------------------|
| 1. administration | 2. administrative |
| 3. administered | 4. administratively |

12-Administration covers many of the more exciting activities that take place in human society. 'Take place' means..... .

- | | | | |
|------------|-----------|-----------|-----------|
| 1. reserve | 2. happen | 3. return | 4. remove |
|------------|-----------|-----------|-----------|

13-My brother got a from his bank yesterday. It was a list that showed the amounts of money he paid or received.

- | | | | |
|-------------|-------------|--------------|--------------|
| 1. sentence | 2. brochure | 3. paragraph | 4. statement |
|-------------|-------------|--------------|--------------|

14-She was quite.....in the matter. She could go and no one would stop him.

- | | | | |
|-----------|------------|------------|--------------|
| 1. decide | 2. decides | 3. decided | 4. decidedly |
|-----------|------------|------------|--------------|

15-Decision.....is an inherent part of management.

- | | | | |
|-----------|---------|----------|-------------|
| 1. making | 2. make | 3. makes | 4. to makes |
|-----------|---------|----------|-------------|

16-.....is a necessary quality in a work environment.

- | | | | |
|----------|-----------|--------------|-----------------|
| 1. Adapt | 2. Adapts | 3. Adaptable | 4. Adaptability |
|----------|-----------|--------------|-----------------|

17-This company devised a new type of transistor. 'Devised' means..... .

- | | | | |
|-----------|------------|-------------|-------------|
| 1. copied | 2. altered | 3. vanished | 4. produced |
|-----------|------------|-------------|-------------|

18-This university runs different courses in..... .

- | | | | |
|-----------|---------------|---------------|-----------------|
| 1. manage | 2. management | 3. managerial | 4. managerially |
|-----------|---------------|---------------|-----------------|

19-The manager can't.....the employees ability without more information.

- | | | | |
|--------------|---------------|-------------|---------------|
| 1. evaluated | 2. evaluative | 3. evaluate | 4. evaluation |
|--------------|---------------|-------------|---------------|

20-A motive is a need or a driving force within a person. 'Within' means..... .

- | | | | |
|-------|--------|------------|------------|
| 1. in | 2. off | 3. outside | 4. without |
|-------|--------|------------|------------|

21-There is a law in economics named, "the law of supply and demand". 'Demand' means..... .

- | | | | |
|----------|---------|-----------|----------|
| 1. تقاضا | 2. عرضه | 3. اقتصاد | 4. قانون |
|----------|---------|-----------|----------|

22-The manager can see his managerial effectiveness via the customers' satisfaction. 'Managerial effectiveness' means..... .

- | | | | |
|---------------|---------------|----------------|--------------------|
| 1. اثرات مثبت | 2. مدیریت خوب | 3. مدیران ارشد | 4. اثربخشی مدیریتی |
|---------------|---------------|----------------|--------------------|

23-This man works in a highly organized office. 'Organized' means..... .

- | | | | |
|-----------|-----------------|--------------|----------------|
| 1. نامنظم | 2. سازمان یافته | 3. غیر منطقی | 4. غیر سازمانی |
|-----------|-----------------|--------------|----------------|

24-He is not a visitor, but an employee in this company. 'Employee' means..... .

- | | | | |
|------------|-----------|-----------|------------|
| 1. کارفرما | 2. کارگشا | 3. کارمند | 4. کارشناس |
|------------|-----------|-----------|------------|

25- A supervisory committee approved the worker's dismissal. 'Supervisory' means..... .

1. مشاوره

2. سرپرستی

3. اخراج

4. انتقاد

1	د
2	الف
3	د
4	ب
5	ج
6	الف
7	ج
8	ب
9	ب
10	الف
11	ج
12	ب
13	د
14	ج
15	الف
16	د
17	د
18	ب
19	ج
20	الف
21	الف
22	د
23	ب
24	ج
25	ب