

Student Name: _____**Class:** _____**Student ID:** _____**Date:** {{DATE}}

Assessment Details

| | |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Duration: 45 minutes | Total Marks: 65 |
| Topics Covered: | <ul style="list-style-type: none">• Introduction to Management• Management Functions• Management Styles• Importance of Management |

Instructions to Students:

1. Read all questions carefully before attempting.
2. Show all working out - marks are awarded for method.
3. Calculator use is permitted except where stated otherwise.
4. Write your answers in the spaces provided.
5. If you need more space, use the additional pages at the end.
6. Time management is crucial - allocate approximately 1 minute per mark.

Section A: Multiple Choice [10 marks]

Question 1

[1 mark]

What is the primary goal of management in an organization?

A) To maximize profits

B) To minimize costs

C) To achieve organizational objectives

D) To motivate employees

Question 2

[1 mark]

Which management function involves setting goals and determining the best course of action?

A) Planning

B) Organizing

C) Leading

D) Controlling

Question 3

[1 mark]

What is the definition of management?

A) The process of planning, organizing, leading, and controlling resources

B) The process of maximizing profits and minimizing costs

C) The process of motivating employees and achieving organizational objectives

D) The process of making decisions and solving problems

Question 4

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[1 mark]

Which management style is characterized by a centralized decision-making approach?

A) Autocratic

B) Democratic

C) Laissez-faire

D) Participative

Question 5

[1 mark]

What is the importance of communication in management?

A) To convey information and instructions

B) To motivate employees and build trust

C) To make decisions and solve problems

D) To achieve organizational objectives

Question 6

[1 mark]

Which management function involves coordinating and allocating resources?

A) Planning

B) Organizing

C) Leading

D) Controlling

Question 7

[1 mark]

What is the difference between leadership and management?

A) Leadership is about motivating employees, while management is about planning and organizing

B) Leadership is about making decisions, while management is about implementing them

C) Leadership is about achieving organizational objectives, while management is about maximizing profits

D) Leadership is about communicating effectively, while management is about controlling resources

Question 8

[1 mark]

Which management style is characterized by a decentralized decision-making approach?

A) Autocratic

B) Democratic

C) Laissez-faire

D) Participative

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Question 9

[1 mark]

What is the importance of control in management?

A) To monitor and evaluate performance

B) To make decisions and solve problems

C) To motivate employees and build trust

D) To achieve organizational objectives

Question 10

[1 mark]

Which management function involves evaluating and improving performance?

A) Planning

B) Organizing

C) Leading

D) Controlling

Question 11

[5 marks]

What are the benefits and drawbacks of an autocratic management style?

Question 12

[5 marks]

How does effective communication contribute to successful management?

Question 13

[5 marks]

Describe the role of leadership in management.

Question 14

[5 marks]

What are the advantages and disadvantages of a democratic management style?

Explain the importance of planning in management.



Question 16

[30 marks]

Choose a well-known organization and analyze its management style. How does the organization's management style contribute to its success or failure? What recommendations would you make to improve the organization's management?

