

14 Lecture - MGT111

Important Mcqs

1. **Which of the following is a characteristic of a well-organized workplace?**
- a. Lack of communication among employees
 - b. Chaotic and cluttered work environment
 - c. Clear job roles and responsibilities
 - d. Undefined goals and objectives

Answer: c. Clear job roles and responsibilities

2. **Which of the following is not a type of organizational structure?**
- a. Hierarchical
 - b. Matrix
 - c. Flat
 - d. Random

Answer: d. Random

3. **What is the process of dividing work into smaller, more manageable tasks called?**
- a. Delegation
 - b. Coordination
 - c. Planning
 - d. Division of labor

Answer: d. Division of labor

4. **What is the term for the formal system of authority, communication, and roles within an organization?**
- a. Hierarchy
 - b. Network
 - c. Matrix
 - d. Structure

Answer: a. Hierarchy

5. **Which of the following is not a factor that affects organizational structure?**
- a. Size of the organization
 - b. Industry in which the organization operates
 - c. Employee personality types
 - d. Organizational culture

Answer: c. Employee personality types

6. **What is the term for the process of assigning tasks and responsibilities to subordinates?**
- a. Delegation

- b. Coordination
- c. Planning
- d. Division of labor

Answer: a. Delegation

7. What is the term for the flow of information within an organization?

- a. Communication
- b. Coordination
- c. Delegation
- d. Planning

Answer: a. Communication

8. Which of the following is a disadvantage of a hierarchical organizational structure?

- a. Lack of clarity in job roles and responsibilities
- b. Slow decision-making processes
- c. High levels of employee autonomy
- d. Undefined reporting relationships

Answer: b. Slow decision-making processes

9. Which of the following is a benefit of a flat organizational structure?

- a. Clear reporting relationships
- b. Quick decision-making processes
- c. High levels of employee autonomy
- d. Hierarchical reporting relationships

Answer: c. High levels of employee autonomy

10. What is the term for the process of bringing people together to achieve a common goal?

- a. Coordination
- b. Communication
- c. Delegation
- d. Planning

Answer: a. Coordination