# 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