

تعداد سؤالات: ۳۰ تکمیلی ۰ تشریحی ۴

نام درس: زبان تخصصی (۲)

رشته تحصیلی: گرایش: مدیریت دولتی و بازرگانی

کد درس: ۲۸۱۲۸۶-۱۳۱۲۱۲

زمان امتحان: تستی و تکمیلی ۴۵ دقیقه تشریحی ۴۵ دقیقه

[استفاده از فرهنگ لغات مجاز نیست ☆ سؤالات تستی نمره منفی دارد]

تعداد کل صفحات: ۴

نیمسال دوم ۸۲-۸۳

Part I:

Directions: Read the following statements then choose the best choice for each blank, definition or the underlined words.

- The manager needs someone to do the affairs on his
a. service b. authority c. review d. growth
- The system of the factory will be so that our production may increase.
a. provided b. reduced c. modified d. related
- Before deciding to organize our company, we need to see our
a. consultant b. attitude c. breakthrough d. policy
- Recently there have been in the price of food.
a. process b. location c. reduction d. service
- The appropriate changes in an organization enable it to be more and innovative.
a. avoidable b. flexible c. available d. audible
- By developing a more efficient distribution they could reduce their costs.
a. craftsmen b. fabric c. movement d. network
- They are going to build a factory in this area which will engine parts.
a. persuade b. encourage c. discuss d. manufacture
- Because of many different in trade world, he decided to leave it.
a. bars b. profits c. barriers d. pioneers
- Some new valuable such as computers are used in different businesses.
a. tools b. jobs c. marks d. words
- To plan the innovative plans the manager tried to employ some employers.
a. conglomerate b. integrated c. generative d. general
- To separate out the different elements from oil, we need to it.
a. reduce b. refine c. survive d. hire

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12. Those who are responsible for test-marketing, advertising and promoting are manager.
- a. financial b. technical c. production d. marketing
13. He is such an experienced that handles the meeting successfully.
- a. labor b. payroll c. chairman d. board
14. After being a retired he found that it was hard to live on retirement
- a. role b. pension c. board d. unity
15. The factory some workers whose services weren't needed any more.
- a. fired b. hired c. acted d. supplied
16. Because of current in the property market the rate of unemployment has risen.
- a. repair b. stability c. stagnation d. longevity
17. The director introduced a(n) description of the subject, so that the employees can work properly.
- a. comprehensive b. potential c. voluntary d. stagnant
18. All the customers wish the prices would remain for some months.
- a. obtainable b. attainable c. able d. stable
19. He works in a(n) organization in which everything is arranged well and everyone's duty is clearly defined.
- a. actual b. hierarchical c. educational d. cultural
20. Selecting employees for positions is carried out through process.
- a. networking b. staffing c. promoting d. downsizing
21. A set of events or actions in which each follows the one before continuously or in a particular order is called
- a. facility b. expertise c. reduction d. sequence
22. To bear or not to be changed by something or to resist is called
- a. withstand b. discover c. breakthrough d. modify

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نیمسال دوم ۸۲-۸۳

23. An individual in an organization who collects information from external sources and passes it to the relevant person is called

- a. employer b. gatekeeper c. researcher d. janitor

24. A thing that one gains from something, an advantage that something gives is named

- a. labor b. board c. pension d. benefit

25. The young men are now being to the army.

- a. performed b. dismissed c. recruited d. retrieved

26. The plan was approved with some minor modifications.

- a. events b. changes c. positions d. attitudes

27. The manager showed excellent craftsmanship during the last years.

- a. big size b. great amount c. big degree d. great skill

28. The company needs to return to profitability extremely soon.

- a. advantage b. distribution c. communication d. machinery

29. A committee or association, as of company directors or government officials is called

- a. effort b. labor c. payroll d. board

30. Your explanation might have convinced him, but it didn't convince his sister.

- a. persuade b. include c. solve d. deform

متن های زیر را به فارسی ترجمه کنید.

- 1) To increase organization efficiency, or effectiveness manager may want to change the equipment, the expert skills, the processes, or the sequence of activities used to produce goods and services.

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نیمسال دوم ۸۲-۸۳

- 2) As we move ever more rapidly into the knowledge and service economies, changes in the arena of jobs and information technology (infotech) will affect all of us. Primarily, information technology is the combining of computing with telecommunication and networking.
- 3) In process consultation, a consultant works with organization members to help them understand the dynamics of there working operations of the total organization. It involves conducting attitude and other surveys and systematically reporting the results to organization members.
- 4) The organizational structure also plays an important role. Rigidly structured organizations that inhibit communication between departments will often keep potentially helpful people from knowing that a problem exists. By creating barriers to communication, such organizations may also prevent problem solutions reaching managers who need them.