**TUTOR AYO**

**BUS207**

**TMA SOLUTION FOR EXAM STUDY**

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1. Verbal communication is one way for people to communicate …………………………..

 Ans. Face-to-face

1. An academic field that deals with the processes of communication, commonly defined as the sharing of symbols over distances in space and time known as ?

Ans. Communication studies

1. verbal communication is one way for people to communicate …………………….

Ans. Face-to-face

1. The boundary between …………………… and gesture, or verbal and non-verbal communication, can be hard to identify.

Ans. Language

1. A gesture is a non-vocal boldly ……………………. intended to express meaning.

Ans. Movement

1. How many phonetic sounds are in the English language?

Ans. 44

1. Every business organization needs to be sure adequate use of the rich …………………….. found on the internet for business communication.

Ans. Resources

1. The studies of the role of …………………. in non-verbal communication is sometimes referred to as oculesics.

Ans. Eyes

1. ….………………….. of signals, such as voice sounds, intonations or pitch, gestures, or written symbols which communicates thoughts or feelings.

Ans. Communication

1. Communication can be perceived as a two-way process in which there is an exchange and progression of thoughts, feelings or ideas towards a mutually accepted ………………………..

Ans. Goal or direction

1. What Taylor and ………………………. postulated were based on their experience

Ans. Fayol

1. Arts requires …………………….. skills and conceptual ability

Ans. Technical

1. In the pee-industrial period. ………………………. was practiced by various part of the world including Africa

Ans. Management

1. ….……………………. can be define as getting things done through others.

Ans. Management

1. there is a class relationship between the …………………. school and decision theory school

Ans. Mathematical

1. Management is also seen as a process demanding the performance of ………………………… function

Ans. Specific

1. To get ……………………….. put in their best efforts the manager has to understand people their emotional, physical and intellectual needs

Ans. People

1. Fredrick w. Taylor is often referred to as the father of ……………………… management

Ans. Scientific

1. Taylor believed that each worker was motivated by ………………….. need

Ans. Financial

1. The management process school attempt to establish a …………………….. frame work

Ans. Conceptual

1. Fredrick w. Taylor is often referred to as the father of …………………. management

Ans. Scientific

1. The …….. is dogmatic and expects compliance and leads by ability to without or give rewards and punishment.

Ans. Autocratic leader

1. Every organization is ………………..

Ans. Purposive

1. Scientific management was intended to bring about a …………. mental revolution which must occur in the main of the workmen and management

Ans. Complete

1. The management process school of thought perceives management as a process of getting things done through …………….. operating in organized groups

Ans. People

1. ….……….. management uses the methods of science in making decisions and evaluating its consequences.

Ans. Scientific

1. The major problem that confronting the Nigerian civil service is the lack of …………..:

Ans. Objectives

1. Not all people can manage …………………………….

Ans. Effectively

1. ….……………….. involves giving a job greater scope or variety and depth.

Ans. Job enrichment

1. Organization is second in the …………… of functions exercised by management

Ans. Role