Ess

Exam					
Name					
MULTIPLE CHOICE.	Choose the one altern	ative that best co	mpletes the statem	ent or answers the question	
1) The Organisa science discip	-	c of motivation ha	s been most influen	iced by which behavioural	1)
A) sociolog C) psychol	У		 B) political science D) social psychology 		
Answer: C Explanation:	A) B) C) D)				
A) systema	of behaviour looks at tic study cal application	relationships and	l attempts to attribu B) control D) observation	te causes and effects.	2)
Answer: A Explanation:	A) B) C) D)				
3) The philosop	ny of treating everyon	e alike is being re	placed by one that r	recognises and values	3)
A) differen C) absolute			B) homogeneity D) similarities		
Answer: A Explanation:	A) B) C) D)				
4) The four man A) organisi	agement functions than 10 ng. B) plai) include all of the fo C) staffing.	ollowing <u>except</u> : D) controlling.	4)
Answer: C Explanation:	A) B) C) D)	-	-	-	

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A) will help B) may supp	lysis of organisational behaviour: improve one's accuracy in explainin port what one believes is true. use research evidence that is counterinabove. A) B) C) D)			5)
A) how peopB) allocationC) the social	 A) A) B) C) D) 	self interest.		6)
7) Fundamental c A) research Answer: B Explanation:	onsistencies allow of beha B) predictability A) B) C) D)	viour. C) observation	D) systematising	7)
8) According to L traditional mar A) controllin C) planning Answer: D Explanation:	g	he following is <u>not</u> consider B) decision making D) interacting with outs		8)
-			ies and initiates	9)

10) _____ 10) Organisational behaviour is all of the following except: A) studying what people do in an organisation. B) a field of study. C) an intuitive analysis of human behaviour. D) an applied field. Answer: C Explanation: A) B) C) D) 11) 11) Situations where an individual is required to define right and wrong conduct are termed: A) human resource problems. B) ethical dilemmas. C) loyalty oaths. D) diversity issues. Answer: B Explanation: A) B) C) D) 12) ______ is a field of study that investigates the impact that individuals, groups, and structure have 12) on behaviour within organisations for the purpose of applying such knowledge toward improving an organisation's effectiveness. A) Organisational behaviour B) People management C) Organisational development D) Management Answer: A Explanation: A) B) C) D) 13) At the next performance appraisal session after attending an OB course, the employee discusses her 13) new learning with her boss. She notes how she now has a better understanding of: A) topics such as work stress and work design. B) the impact of individuals, groups and structure on organisational effectiveness.

C) how behaviour relates to absenteeism and turnover. D) all of the above.

Answer: D

Explanation:

- B)
 - C)

A)

D)

	•	Behaviour in the area of formal organisation	14)
theory has bee	5	P) anthropology	
A) psycholo C) political		B) anthropology.D) sociology.	
		D) sociology.	
Answer: D			
Explanation:	A)		
	B) C)		
	D)		
	0)		
15) The implicatio	ons of workforce diversity include all of	f the following except:	15)
	5	nmodate the different needs of different	
employe			
B) decreasir	ng creativity and innovation in organis	ations.	
C) manager	s have to shift their philosophy from tr	reating everyone alike to recognising	
differenc			
D) diversity	r training should be provided.		
Answer: B			
Explanation:	A)		
	В)		
	C)		
	D)		
16) Organisationa	I behaviour applies the knowledge gai	ned about individuals, groups and the effects	16)
on structure or		<u> </u>	·
A) in order	to make organisations work more effec	ctively.	
	to make absolute rules about managing		
	to be able to intuitively manage people	2.	
D) all of the	above.		
Answer: A			
Explanation:	A)		
	B)		
	C)		
	D)		
17) The majority o	of employees today in developed count	ries work in:	17)
	nent agencies.	B) MNCs.	
C) service jo		D) manufacturing jobs.	
Answer: C			

- Explanation: A B
 - A) B) C) D)

 18) In the study of Organisational Behaviour, intuition A) listening. C) prediction. Answer: D Explanation: A) B) C) D) 	n is improved by: B) generalisation. D) systematic study.	18)
 19) According to Henry Mintzberg, ten managerial ro the following is <u>not</u> one of these groups? A) decision making C) the transfer of information Answer: D Explanation: A) B) C) D) 	les can be grouped into three categories. Which of B) concern with interpersonal relationships D) liaison roles	19)
 20) Which of the following is the best description of O A) There is little disagreement among OB resear B) It is based on universal truths. C) It is based on contingencies. D) Cause-effect principles have been isolated w Answer: C Explanation: A) B) C) D) 	rchers and scholars.	20)
 21) You are bringing together faculty from different behavior organisational behaviour. You have faculty from the fiele anthropology, and political science. You should expect that the faculty member from _ about intergroup behaviour. A) sociology C) anthropology Answer: A Explanation: A) B) C) D) 	elds of psychology, sociology, social psychology,	21)

A) who is to	g manageme o do these tas orts to whom A) B) C) D)	sks	determination of which (B) what tasks are to D) all of the above	-	22)
23) Every organis		is people, and it is ma	nagement's job to direct t	hese people. This is the	23)
A) leading Answer: A Explanation:	A) B)	B) organising	C) planning	D) controlling	
	C) D)				
A) group B) organisa C) individu D) units	tional systen al		und in the basic organisa	tional behaviour model?	24)
B) drawing	ng to attribu conclusions at relationshi	te causes and effects. based on scientific ev	idence.		25)

 26) Geraldine is a manager in a public sector agency. She has just completed her annual performance appraisal session with her boss. After looking over her results for the last year and the feedback from her clients and staff, her boss has suggested that she needs to learn how to become more effective as a manager. He has suggested she attend an MBA course on organisational behaviour at the local business school. During the course, Geraldine is likely to learn A) that organisational behaviour is the study of two determinants of behaviour in organisations: individuals and groups. B) knowledge that can be applied towards improving an organisation's effectiveness. C) that the purpose of OB is to learn more about the technical skills required to be a manager. D) that there is little agreement as to the components or topics that constitute the subject area of OB. Answer: B Explanation: A) 			26)
	B) C) D)		
A) each of th B) there are	 Basic OB model, one needs to remember levels of the model is constructed three levels of analysis in OB. bacepts grow out of the foundation above. A) B) 	ed on the previous level.	27)
	C) D)		
	le in different countries. ychology	s in fundamental values, attitudes, and behaviour B) Psychology D) Political science	28)
29) Managing toda short periods o A) rigidity; C) flexibility Answer: D Explanation:	of flexibility	s of ongoing interrupted occasionally by B) stability; change D) change; stability	29)

30) In suggesting about core top		r boss should expect her to gain knowledge	30)
A) leader be	ehaviour and power. Sonal communication.	B) motivation. D) all of the above.	
Answer: D	A)		
Explanation:	A) B)		
	C) D)		
A) relies on B) may imp C) can expla	tudy of organisational behaviour: "gut feelings". prove a person's accuracy in explaining ain all the answers of human behaviou		31)
D) all of the Answer: B	above.		
Explanation:	A)		
	B) C)		
	D)		
-	uthans, successful managers spent mc	re of their time on than on any other	32)
activity. A) network	ina	B) traditional management	
	esource management	D) communicating	
Answer: A	٨		
Explanation:	A) B)		
	C) D)		
		ollected to know that her leadership style has t Tom is looking to understand behaviour	33)
A) an intuit	ive approach.	B) an easy answer.	
C) systemat	ic study.	D) a fast solution.	
Answer: C Explanation:	A)		
	B)		
	C) D)		
	ional Behaviour subject of "organisatio oural science discipline?	nal culture" has been most influenced by	34)
A) political		B) social psychology	
C) psycholo	ду	D) anthropology	
Answer: D Explanation:	A)		
L	B)		
	C) D)		

35)	When managers H A) human skill C) technical sk Answer: B Explanation: A E C	s. ills. i) i)	d diagnose complex situations, they possess: B) conceptual skills. D) computer skills.	35)
TRUE/FA	LSE. Write 'T' if t	he statement is true and 'F' if the st	atement is false.	
36)	There is little agree	eement about the topics that constitu	te the subject area of OB.	36)
	Answer: True Explanation:	False		
37)	Managers get thir	ngs done through other people.		37)
	Answer: O True Explanation:	False		
38)	It is the consisten	cies in behaviour that make prediction	n possible.	38)
	Answer: • True Explanation:	False		
39)	OB is an applied disciplines.	behavioural science that is built upor	n contributions from a number of behavioural	39)
	Answer: • True Explanation:	False		
40)	Learning, percept		opics whose contributions have generally	40)
	Answer: • True Explanation:	False		
41)	Anything you lea	rn in an unsystematic way is incorre	ct.	41)
	Answer: True Explanation:	False		
42)		have condensed Fayol's five manage nanding, and controlling.	ement functions down to four: planning,	42)
	Answer: True Explanation:	False		
43)	Henri Fayol listed and controlling.	five management functions: planni	ng, organising, commanding, coordinating,	43)
	Answer: • True Explanation:	False		

44) Workforce diversity m race, and ethnicity.	eans that organisations are becoming more homogeneous in terms of gender,	44)
Answer: True C Explanation:	False	
45) Diversity, if positively Answer: ⊘ True Explanation:	managed, can increase creativity and innovation in organisations. False	45)
 46) Some core topics of orgenerating interpersonal communation: Answer: True Explanation: Explanation: Correct orgeneration Correct orgeneration<td>ganisational behaviour include motivation, leadership behaviour and nication, and conflict. False</td><td>46)</td>	ganisational behaviour include motivation, leadership behaviour and nication, and conflict. False	46)
 47) Today's managers and flexibility, spontaneity Answer: True Explanation: 	employees must learn to cope with temporariness learning to live with , and unpredictability. False	47)
, , , , , , , , , , , , , , , , , , , ,	e and universal principles that explain organisational behaviour. False	48)
49) Many people's views of Answer: ✓ True✓ Explanation:	on human behaviour are based on intuition. False	49)
-	of analysis in OB, and, as we move from the individual level to the group on systems level, we add systematically to our understanding of behaviour in False	50)
 51) Behaviour is generally reasonably accurate pr Answer: True Explanation: True True	predictable, and the systematic study of behaviour is a means to making redictions. False	51)
52) Robert Katz has identi Answer: <a>True Explanation:	fied three essential management skills: technical, human, and conceptual. False	52)

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ESSAY. Write your answer in the space provided or on a separate sheet of paper.

- 53) Discuss the four management functions described by your text.
 - Answer: The four management functions as condensed from Henri Fayol are planning, organising, leading, and controlling. The planning function encompasses defining an organisation's goals, establishing an overall strategy for achieving those goals, and developing a comprehensive hierarchy of plans to coordinate activities. Organising includes the determination of what tasks are to be done, who is to do them, how the tasks are to be grouped, who reports to whom, and where decisions are to be made. The leading function involves motivating employees, directing activities of others, selecting the most effective communication channels, and resolving conflicts among members. Controlling involves monitoring, comparing, and correcting to get the organisation back on track.
- 54) How many levels of analysis are there in this book's OB model, what are they, and how are they related?
 - Answer: There are three levels of analysis in OB the individual, group and organisational systems level. As we move from the individual level to the organisation systems level we add systematically to our understanding of behaviour in organisations. The three basic levels are analogous to building blocks: each level is constructed on the previous level. Group concepts grow out of the foundation laid in the individual section and we overlay structural constraints on the individual and the group in order to arrive at organisational behaviour.
- 55) What is Organisational Behaviour and what does the field study?
 - Answer: Organisational Behaviour is a field of study with a common body of knowledge that investigates the impact that individuals, groups and structure have on behaviour within organisations for the purpose of applying such knowledge towards improving an organisation's effectiveness. It studies three determinants of behaviour in organisations individuals, groups and structure. In addition, it applies the knowledge gained about individuals, groups, and the effect of structure on behaviour in order to make organisations work more effectively. It is concerned with the study of what people do in an organisation and how that behaviour affects the performance of the organisation.
- 56) How does globalisation affect a manager's people skills?
 - Answer: Globalisation affects a manager's people skills in at least two ways. First, managers are increasingly likely to find themselves in a foreign assignment. Once there, it will be necessary to manage a work force that is likely to be very different in needs, aspirations, and attitudes from the ones managed back home. Second, managers are going to find themselves working with bosses, peers, and other employees who were born and raised in different cultures. To work effectively with these people, managers will need to understand their culture, how it has shaped them, and how to adapt the management style to their differences.
- 57) Discuss Mintzberg's ten different roles. Group each of them as being primarily concerned with interpersonal relationships, the transfer of information, and decision making.
 - Answer: Mintzberg identified ten managerial roles. The interpersonal roles include figurehead, leadership, and liaison roles. Performing ceremonial and symbolic duties is the figurehead role. The leadership role includes hiring, training, motivating, and disciplining employees. The liaison role involves contacting outsiders who provide the manager with information. The information roles include monitor, disseminator, and spokesperson. The monitor role is collecting information from outside organisations and institutions. The disseminator role involves acting as a conduit to transmit information to organisational members. The spokesperson role occurs when managers represent their organisation to outsiders. Decisional roles include entrepreneur, disturbance handler, resource allocator, and negotiator. In the entrepreneur role, managers initiate and oversee new projects that will improve their organisation's performance. As disturbance handlers, managers take corrective action in response to unforeseen problems. As resource allocators, managers are responsible for allocating human, physical, and monetary resources. Finally, managers perform a negotiator role in which they discuss issues and bargain with other units to gain advantages for their own unit.

- 58) Why do managers require a knowledge of OB and what approach may improve accuracy?
 - Answer: A casual or commonsense approach to reading others' behaviour can be erroneous. A more systematic approach can better help predict human behaviour. A systematic study looks at relationships, attempting to attribute causes and effects, and drawing conclusions based on scientific evidence. Data is gathered under controlled conditions and measured and interpreted in a reasonably rigorous manner.
- 59) Organisational behaviour is an applied behavioural science built upon contributions from a number of different disciplines. What are these disciplines and what are the contributions of each discipline? Be complete in your response and include five different behavioural science disciplines.
 - Answer: Organisational behaviour has been built upon the contributions of psychology, sociology, social psychology, anthropology, and political science. Psychology has contributed to learning, perception, personality, emotions, training, leadership effectiveness, needs and motivational forces, job satisfaction, decision making processes, performance appraisals, attitude measurement, employee selection techniques, work design, and job stress. Sociology has contributed through the study of formal and complex organisations including group dynamics, design of work teams, organisational culture, formal organisation theory and structure, organisational technology, communications, power, and conflict. Social psychology has contributed in the areas of measuring, understanding, and changing attitudes; communication patterns; building trust; the ways in which group activities can satisfy needs; and group decision-making processes. Anthropology has contributed to an understanding of organisational culture, organisational environments, and differences between national cultures. Political science has contributed to an understanding of structuring of conflict, allocation of power, and how people manipulate power for individual self-interest.
- 60) What is an ethical dilemma? How are organisations responding to these dilemmas?
 - Answer: An ethical dilemma is a situation in which individuals are required to define right and wrong conduct. Dilemmas include whether people should blow the whistle, follow orders with which they don't personally agree, or allow themselves to play politics in the organisation if it will help their career advancement. These ethical dilemmas result from the blurring of the line differentiating right from wrong. Managers and their organisations are responding to this problem from a number of directions. They are writing and distributing codes of ethics to guide employees through ethical dilemmas. They are offering seminars, workshops, and training programs to try to improve ethical behaviours. They are also using in-house advisors to provide assistance and they are creating protection mechanisms for employees who reveal internal unethical practices.
- 61) Why is it important to replace intuition with systematic study in our attempts to understand behaviour within organisations?
 - Answer: It is important to replace intuition with systematic study in our attempts to understand behaviour within organisations to help uncover important facts and relationships. This will provide a base from which more accurate predictions of behaviour can be made. That is, we can improve our predictive ability by replacing intuitive opinions with a more systematic approach. Systematic study looks at relationships, attempting to attribute causes and effects, and basing conclusions on scientific evidence. This helps to explain and predict behaviour.
- 62) Explain the term "workforce diversity."
 - Answer: Workforce diversity refers to the fact that organisations are becoming more heterogeneous in terms of gender, race, and ethnicity. The term refers to those that vary from the norm and also includes the physically disabled, gays and lesbians, and the elderly.

Answer Key			
Testname: C1			
1) C			
2) A			
3) A			
4) C			
5) D			
6) C 7) B			
8) D			
9) A			
10) C			
11) B			
12) A			
13) D			
14) D			
15) B			
16) A 17) C			
18) D			
10) D			
20) C			
21) A			
22) D			
23) A			
24) D			
25) D			
26) B			
27) D 28) C			
28) C 29) D			
30) D			
31) B			
32) A			
33) C			
34) D			
35) B			
36) FALSE			
37) TRUE 38) TRUE			
39) TRUE			
40) TRUE			
41) FALSE			
42) FALSE			
43) TRUE			
44) FALSE			
45) TRUE			
46) TRUE			
47) TRUE			
48) FALSE 49) TRUE			
50) TRUE			
		10	

Answer Key Testname: C1

51) TRUE

52) TRUE

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Answer Key Testname: C1

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