Rawalpindi Women University

Department of Business Administration

ENTRY TEST FOR MS MANAGEMENT SCIENCES SAMPLE PAPER

PART A (70Marks)

Subject-Based MCQs

1. What is the primary purpose of management?
A. Achieving organizational goals through effective use of resources
B. Increasing the number of employees only
C. Preparing advertisements only
D. Recording transactions only

2. Which function of management determines what should be done in the future?
A. Planning
B. Controlling
C. Staffing
D. Reporting

3. Organizing involves:
A. Arranging tasks, people, and resources to achieve objectives
B. Setting product prices only
C. Preparing tax returns only
D. Selling products only

4. Leading is mainly concerned with:
A. Guiding, motivating, and influencing employees
B. Preparing balance sheets
C. Purchasing raw materials only
D. Calculating depreciation

5. Controlling helps managers to:
A. Compare actual performance with planned performance
B. Recruit customers
C. Design company logos
D. Increase office space

6. Which level of management is mainly responsible for setting overall organizational direction?
A. Top management
B. First-line management

C. Operational employees
D. Clerical staff

7. Middle managers are primarily responsible for:
A. Translating broad plans into departmental actions
B. Owning the organization
C. Serving customers only
D. Performing every operational task

8. First-line managers usually supervise:
A. Employees involved in day-to-day operations
B. Board members
C. Shareholders
D. Chief executives

9. Efficiency means:
A. Achieving results with minimum unnecessary use of resources
B. Achieving no organizational goals
C. Increasing costs deliberately
D. Avoiding measurement

10. Effectiveness refers to:
A. Achieving intended organizational objectives
B. Reducing all employee benefits
C. Using the largest possible amount of resources
D. Increasing paperwork

11. A manager's ability to understand and work effectively with people is called:
A. Human skill
B. Technical skill
C. Mechanical skill
D. Accounting skill

12. Decision-making involves:
A. Selecting a suitable course of action from alternatives
B. Avoiding all risks
C. Assigning every task to one employee
D. Copying competitors

13. Delegation means:
A. Assigning responsibility and authority to another person
B. Giving up all managerial responsibility
C. Removing an employee
D. Completing every task personally

14. Authority is best described as:
A. The right to make decisions and direct others
B. The amount of profit earned
C. The number of workers employed
D. The cost of production

15. An organizational objective is:
A. A desired result that an organization seeks to achieve
B. An employee's personal hobby
C. A customer's complaint
D. An office expense

16. Coordination is necessary because it:
A. Integrates different activities toward common objectives
B. Eliminates the need for communication
C. Reduces all departments
D. Prevents teamwork

17. A manager who involves employees in decision-making is using:
A. Participative leadership
B. Autocratic leadership
C. Bureaucratic punishment
D. Passive management

18. Motivation refers to:
A. Encouraging employees to put effort toward organizational goals
B. Increasing working hours regardless of need
C. Reducing employee benefits
D. Hiring more supervisors

19. Effective communication helps an organization by:
A. Sharing information clearly and supporting coordination
B. Eliminating organizational goals
C. Preventing feedback
D. Replacing all managers

20. A manager who makes decisions without consulting employees is using:
A. Autocratic leadership
B. Democratic leadership
C. Participative leadership
D. Team-based leadership

21. Teamwork means:
A. People cooperating to achieve a shared objective
B. Employees working without direction

C. Managers working independently
D. Avoiding responsibility

22. Strategic planning generally focuses on:
A. Long-term direction and organizational objectives
B. Daily attendance only
C. Office decoration
D. Lunch arrangements

23. Which is the best example of a measurable organizational goal?
A. Increase annual sales by 15%
B. Have a good year
C. Work harder
D. Improve things

24. The span of control refers to:
A. The number of employees directly supervised by a manager
B. The total number of company products
C. The length of a workday
D. The number of customers served

25. The overall purpose of management is to:
A. Achieve organizational goals effectively and efficiently
B. Increase meetings regardless of need
C. Avoid planning
D. Eliminate employee participation

26. Financial management is mainly concerned with:
A. Planning, obtaining, and using financial resources
B. Managing employees only
C. Designing advertisements only
D. Producing goods only

27. Which of the following is a current asset?
A. Cash
B. Long-term bank loan
C. Accounts payable
D. Owner's capital

28. A liability represents:
A. An obligation owed by a business to another party
B. Something owned by the business
C. Business revenue
D. Net profit

29. Revenue is:
A. Income earned from providing goods or services
B. Money borrowed from a bank
C. Salaries paid to employees
D. The cost of equipment

30. Profit is calculated by:
A. Revenue − Expenses
B. Expenses − Revenue
C. Assets − Revenue
D. Liabilities + Expenses

31. A budget is used to:
A. Plan expected income and expenditures
B. Record employee attendance only
C. Identify customers only
D. Replace financial statements

32. Which financial statement reports assets, liabilities, and owner's equity?
A. Balance Sheet
B. Income Statement
C. Cash Sales Report
D. Marketing Plan

33. The Income Statement primarily reports:
A. Revenue, expenses, and profit or loss
B. Only cash balances
C. Only assets and liabilities
D. Employee attendance

34. Cash flow refers to:
A. The movement of cash into and out of a business
B. The movement of employees between departments
C. The movement of products only
D. The movement of advertisements

35. An investment is:
A. Money committed with the expectation of earning a return
B. Money spent without a purpose
C. A compulsory business tax
D. An employee's salary

36. Interest on a loan is:
A. The cost paid for borrowing money
B. A business asset

C. A type of revenue from sales
D. Owner's capital

37. A bank loan is normally classified as:
A. A liability
B. An asset
C. Revenue
D. An operating profit

38. ROI stands for:
A. Return on Investment
B. Rate of Income
C. Return on Income
D. Revenue of Investment

39. If a business's expenses exceed its revenue, it has:
A. A loss
B. A profit
C. A dividend
D. An investment gain

40. Financial management helps managers to:
A. Make sound decisions about the use of financial resources
B. Manage customers only
C. Recruit employees only
D. Prepare advertisements only

41. What does HRM stand for?
A. Human Resource Management
B. Human Relations Marketing
C. Human Research Management
D. Human Resource Measurement

42. HRM mainly focuses on:
A. Managing and developing people in an organization
B. Managing machines only
C. Managing buildings only
D. Managing products only

43. Recruitment involves:
A. Attracting qualified applicants for available jobs
B. Evaluating company profits
C. Paying suppliers
D. Training customers

44. Selection means:
A. Choosing the most suitable applicant for a position
B. Advertising a product
C. Preparing a budget
D. Designing a workplace

45. Training is designed to:
A. Improve employees' knowledge, skills, and abilities
B. Reduce employee responsibilities
C. Eliminate supervision
D. Replace all employees

46. Performance appraisal involves:
A. Evaluating an employee's job performance
B. Hiring customers
C. Calculating product prices
D. Preparing tax statements

47. Compensation includes:
A. Pay and benefits provided to employees
B. Customer complaints
C. Product packaging
D. Office equipment

48. Which is an example of direct compensation?
A. Salary
B. Training
C. Job security
D. Career counseling

49. Job analysis identifies:
A. Duties, responsibilities, and requirements of a job
B. Company advertising costs
C. Customer preferences only
D. Product prices

50. A job description normally states:
A. The duties and responsibilities of a position
B. The qualifications of the applicant only
C. Customer needs
D. Company profits

51. A job specification describes:
A. Qualifications, skills, and abilities required for a job
B. Daily sales figures

C. Product features
D. Office expenses

52. Employee motivation involves:
A. Encouraging employees to contribute toward organizational goals
B. Increasing workload without purpose
C. Reducing communication
D. Avoiding recognition

53. Promotion generally means:
A. Moving an employee to a higher-level position
B. Reducing an employee's salary
C. Removing an employee
D. Changing an employee's department without reason

54. Employee turnover refers to:
A. Employees leaving an organization and being replaced
B. Employees attending training
C. Employees receiving promotions
D. Employees working overtime

55. The main purpose of HRM is to:
A. Manage and develop employees so that organizational goals can be achieved
B. Manage buildings only
C. Increase product prices
D. Prepare financial statements only

56. Marketing is mainly concerned with:
A. Identifying and satisfying customer needs and wants
B. Managing employees only
C. Preparing financial statements only
D. Producing goods without customers

57. A market consists of:
A. Buyers and sellers who exchange or may exchange value
B. A company's office
C. Production equipment
D. A financial report

58. A product may be:
A. A good, service, or idea offered to satisfy a need
B. Only a physical object
C. Only an advertisement
D. Only a company name

59. Which of the following is one of the traditional 4Ps of marketing?
A. Product
B. People
C. Planning
D. Performance

60. The four Ps are:
A. Product, Price, Place, Promotion
B. Product, People, Planning, Profit
C. Price, People, Profit, Planning
D. Product, Production, People, Profit

61. Price refers to:
A. The amount a customer gives up to obtain a product
B. The location of a business
C. Product quality only
D. The company logo

62. Promotion is intended to:
A. Inform, persuade, and remind customers
B. Recruit employees only
C. Prepare accounting records
D. Produce raw materials

63. In the marketing mix, Place refers to:
A. How and where products are made available to customers
B. Product quality
C. Employee training
D. Production cost only

64. Market research involves:
A. Collecting and analyzing information about customers and markets
B. Hiring employees
C. Preparing financial statements only
D. Producing goods without feedback

65. A brand helps customers to:
A. Recognize and distinguish a product or company
B. Calculate salaries
C. Prepare accounts
D. Measure production costs

66. Customer satisfaction occurs when:
A. A product's performance meets or exceeds customer expectations
B. A product is always expensive

C. Packaging is always large
D. A company has many employees

67. Advertising is a form of:
A. Promotion
B. Production
C. Recruitment
D. Accounting

68. Market segmentation means:
A. Dividing a broad market into groups with similar characteristics or needs
B. Increasing prices for everyone
C. Closing a business
D. Reducing product quality

69. A target market is:
A. The specific group of customers a business chooses to serve
B. The company's employees
C. The company's suppliers
D. The company's competitors

PART B (30Marks)

English, Quantitative Reasoning, and Analytical Reasoning.

70. The central goal of marketing is to:
A. Create customer value and build lasting customer relationships
B. Increase production costs
C. Reduce customer satisfaction
D. Avoid customer feedback

71. Choose the correct sentence:
A. She work in a university.
B. She works in a university.
C. She working in a university.
D. She worked in a university every day.

72. Which word is a noun?
A. Quickly
B. Efficient
C. Manager
D. Improve

73. Choose the correct plural of "child":
A. Childs
B. Childes

C. Children
D. Childrens

74. Choose the synonym of "rapid":
A. Slow
B. Quick
C. Weak
D. Late

75. Choose the antonym of "increase":
A. Expand
B. Improve
C. Decrease
D. Develop

76. Choose the correct article: "She is ___ honest employee."
A. A
B. An
C. The
D. No article

77. Choose the correct past tense of "write":
A. Writed
B. Writing
C. Wrote
D. Writes

78. Choose the correct preposition: "The manager is responsible ___ the team."
A. At
B. For
C. On
D. By

79. Which word is an adjective?
A. Carefully
B. Success
C. Successful
D. Manage

80. Choose the correct sentence:
A. The employees is ready.
B. The employees am ready.
C. The employees are ready.
D. The employees be ready.

81. What is 48 + 27?
A. 65
B. 70
C. 75
D. 85

82. What is 120 − 46?
A. 64
B. 74
C. 76
D. 84

83. What is 9 × 7?
A. 54
B. 56
C. 63
D. 72

84. What is 72 ÷ 9?
A. 6
B. 7
C. 8
D. 9

85. What is 15% of 200?
A. 20
B. 25
C. 30
D. 35

86. A notebook costs Rs. 80. How much will 5 notebooks cost?
A. Rs. 320
B. Rs. 360
C. Rs. 400
D. Rs. 450

87. What is the average of 12, 18, and 24?
A. 16
B. 18
C. 20
D. 22

88. If 4 pens cost Rs. 120, what is the cost of one pen?
A. Rs. 20
B. Rs. 25

C. Rs. 30
D. Rs. 40

89. Find the next number: 5, 10, 15, 20, ___
A. 22
B. 24
C. 25
D. 30

90. A class has 60 students. If 35 are female, how many are male?
A. 20
B. 25
C. 30
D. 35

91. Find the next number: 3, 7, 11, 15, ___
A. 17
B. 18
C. 19
D. 20

92. If all accountants are employees and Sana is an accountant, what can we conclude?
A. Sana is an employee
B. Sana is a customer
C. Sana is a supplier
D. Sana is a manager

93. Which one is different from the others?
A. Chair
B. Table
C. Desk
D. Banana

94. Ali is older than Bilal. Bilal is older than Hassan. Who is the oldest?
A. Ali
B. Bilal
C. Hassan
D. Cannot be determined

95. What comes next in the sequence? B, D, F, H, ___
A. I
B. J
C. K
D. L

96. If all supervisors are trained and Ayesha is a supervisor, then Ayesha is:
A. Trained
B. A customer
C. A supplier
D. Retired

97. Which one does NOT belong to the group?
A. Apple
B. Mango
C. Orange
D. Carrot

98. If today is Monday, what day will it be after four days?
A. Wednesday
B. Thursday
C. Friday
D. Saturday

99. Find the missing number: 2, 6, 18, 54, ___
A. 108
B. 126
C. 162
D. 216

100. Ayesha is younger than Sara, and Sara is younger than Hina. Who is the youngest?
A. Ayesha
B. Sara
C. Hina
D. Cannot be determined