

### Part A. Matching (0. 5)

**Match the words in column I with their appropriate equivalent in column II.**

- |                |  |
|----------------|--|
| ١. Effective   | a. a set of ideas or plan of what to do in particular situations |
| ٢. Stock       | b. make able to seen   |
| ٣. company     | c. a supply of something for use                                 |
| ٤. Expose      | d. succession  |
| ٥. Policy      | e. operative   |
| ٦. Replacement | f. firm  |
| ٧. Facilitate  | g. make possible or easier                                       |

### Part B. Fill in the blanks (0. 75)

**Fill in the blanks with the appropriate words from the list below. There are more options than required.**

(a)refine (b)attitude (c)chairman (d)expenditure

(e)effectiveness (f)research (g)pension (h)gatekeeper (i)diagnosis

٨. The ..... of his job surprised her; she didn't expect him to be a useful employee.
٩. They need to ..... oil in order to purify it and separate out the different elements.
١٠. The repair of his car requires a lot of .....
١١. He was elected the ..... of the academic committee.
١٢. It is often very difficult to change the manager's .....
١٣. Every large company needs a competent .....
١٤. He is retired person; he receives his ..... from the government.

### Part C. Multiple-choice (0. 5)

**Choose the best answer.**

١٥. Move from single place to several smaller ones:
- Centralize
  - Decentralize
  - Center
  - None of above
١٦. A system controlling the stock on the basis of the indefinite time:
- Review system
  - Periodic review system
  - Periodic system
  - Controlling system

۱۷. The aim of organizational modifications is:
- Changing the lines of organizational authority
  - Developing the lines of organizational communication
  - Determining appropriate change
  - Increasing an organization power
۱۸. A process of individual training and development by moving around between different jobs to gain experience and understand different perspective:
- Job enlargement
  - Job dividends
  - Job rotation
  - None of above
۱۹. Downsizing in an organization deals with the ..... of employee's number.
- Replacement
  - Retirement
  - Decrease
  - Compensation
۲۰. Convince means:
- Persuade
  - Recruit
  - Make someone certain that something is true
  - a and c

#### **Part D. Translation**

***Translate the following sentences to Persian.***

۲۱. He managed to stay in power for five years withstanding all the criticism and the pressure on him to resign.