

Professional Communication

Quiz 4 – Class B

A. Financial Management

Carefully read each question and choose the correct answer. (True / False)

1. Shareholders are those who have an equity stake in a company.
2. Accounting is primarily responsible for recording transactions.
3. Management Accounting and Financial Accounting are similar but communicate to different groups.
4. Credit Score is used to measure the trustworthiness of a company or individual to determine if they can be loaned money and how much they could be loaned.
5. Surplus Funds is money left over after all the liabilities and taxes have been paid.

B. Operational Management

Choose the best answer for each question.

1. The distribution stage of the operational process could also be called _____.
2. The procurement stage of the operational process could also be called _____.
3. In order to manage risk, a company should maintain an effective _____.
4. _____ is the best course of action when a company identifies a required task that is not one of their core competencies.
5. Quality assurance is an international issue and is monitored by international organizations. (True / False)

C. Human Resources

Choose the best answer for each question.

1. There is one standard employee recruiting process for all companies to follow. (True / False)
2. Human Resource's primary purpose is for the _____, training, motivating and evaluating a company's employees.
3. _____ is a term used to refer to things that may not motivate an employee but if present will certainly cause an employee to be dissatisfied.
4. Belbin discovered that _____ was more important than _____ in insuring team success.
5. A person with intelligence, toughness, determination, and vision is not sufficiently equipped to be a good leader. (True / False)