

Professional Communication

Quiz 4 – Class C

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 a system for recoding transactions, creating reports and communicating results.
3. Management Accounting and Financial Accounting are similar but communicate to different groups.
4. Credit Agency 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. Security 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. Outsourcing is the best course of action when a company identifies a required task that is not one of their _____.
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 many types of employee recruiting processes that a company can choose from. (True / False)
2. Human Resource's primary purpose is for the recruitment, training, _____ and evaluating a company's employees.
3. _____ is a term used to refer to things that motivate an employee and leads to a high level employee satisfaction.
4. Belbin discovered that _____ was more important than _____ in insuring team success.
5. A leader needs intelligence, toughness, determination, vision, and a positive outlook to be sufficiently equipped to be a good leader. (True / False)