Professional Communication

Quiz 4 – Class A

A. Financial Management

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

1. Stakeholders are those who have an equity stake in a company.
2. Book-keeping is the part of accounting responsible for recoding transactions.
3. Management Accounting and Financial Accounting are the same thing.
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. Collateral 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 acquisition stage of the operational process could also be called _____.
2. The distribution 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 not an international issue and is only regarded as a local internal process. **(True / False)**

C. Human Resources

Choose the best answer for each question.

1. There is no one standard employee recruiting process for all companies to follow. **(True / False)**
2. Human Resource's primary purpose is for the recruiting, training, _____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 sufficiently talented to be a good leader. **(True / False)**

LIVEWORKSHEETS