M6/6 UNIT 3 TEST

Name: _____ No. _____

Direction: Choose the letter of the correct answer.

1. Which department maintains and manages technology infrastructure, ensuring the security and efficiency of computer systems and networks?
A. IT Department
B. Finance Department
C. Marketing Department
D. Training Department

2. Which department is responsible for the creation of goods or services, ensuring they are produced efficiently and meet quality standards?
A. Training Department
B. Production Department
C. Sales Department
D. Marketing Department

3. Which role provides legal advice, handles corporate legal matters, ensures compliance with regulations, and represents the company in legal proceedings?
A. Financial Advisor
B. Corporate Lawyer
C. Procurement Officer
D. Quality Assurance Inspector

4. Which department is responsible for employee development and providing education and skills enhancement programs?
A. Human Resources Department
B. Accounting Department
C. Training Department
D. IT Department

5. Which department handles the selling of products or services, aiming to meet sales targets and customer needs?
A. Sales Department
B. Marketing Department
C. Procurement Department
D. Research and Development Department

6. Which department manages financial records, including transactions, budgets, and financial reporting?
A. Finance Department
B. Accounting Department
C. IT Department
D. Human Resources Department

7. Which department oversees recruitment, employee relations, benefits, and compliance with labor laws?
A. Accounting Department
B. Sales Department
C. Human Resources Department
D. Quality Assurance Department

8. Which department develops strategies to promote products or services, conducting market research and advertising campaigns?
A. Marketing Department
B. Sales Department
C. Production Department
D. IT Department

9. Which department focuses on innovation, developing new products, or improving existing ones through research?
A. Research and Development Department
B. Marketing Department
C. Production Department
D. IT Department

10. Which department manages the organization's financial planning, investment, and funding strategies?

LIVEWORKSHEETS

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A. Finance Department
B. Accounting Department
C. Sales Department
D. Marketing Department

11. Which department oversees building projects, including planning, coordination, and execution of construction activities?
A. IT Department
B. Construction Department
C. Production Department
D. Human Resources Department

12.Which role inspects products and processes to ensure they meet quality standards and specifications?
A. Administrator
B. Customer Service Representative
C. Quality Assurance Inspector
D. Sales Manager

13. Which role sources and acquires materials and services needed for the company's operations, negotiates with suppliers, and manages procurement contracts?
A. Accountant
B. Procurement Officer
C. HR Manager
D. Training Coordinator

14. Which role leads the sales team, sets sales targets, develops strategies to achieve them, and monitors performance?
A. Marketing Specialist
B. Sales Manager
C. Production Supervisor
D. Quality Assurance Inspector

15. Which role oversees the manufacturing process, ensuring products are produced efficiently, on time, and meet quality standards?
A. Sales Manager
B. Production Supervisor
C. IT Manager
D. Public Relations Officer

16. Which role manages the company's public image, handles communication with the media, and coordinates public relations activities?
A. Public Relations Officer
B. Marketing Specialist
C. Sales Manager
D. Financial Advisor

17. Which role manages office operations, schedules, provides administrative support, and ensures the smooth running of day-to-day activities?
A. Research Scientist
B. Administrator
C. Bookkeeper
D. Customer Service Representative

18. Which role organizes and conducts training programs for employees to enhance their skills and knowledge, ensuring they are well-prepared for their roles?
A. Training Coordinator
B. Production Supervisor
C. Marketing Specialist
D. Accountant

19. Which role develops and implements marketing campaigns, conducts market research, and promotes products or services?
A. Accountant
B. Bookkeeper
C. Marketing Specialist
D. Sales Manager

20. Which role manages financial records, prepares financial statements, ensures compliance with accounting standards, and analyzes financial data?
A. Financial Advisor
B. Accountant

LIVEWORKSHEETS

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C. Bookkeeper
D. Administrator

21.Which role records financial transactions, maintains accurate financial records, and reconciles accounts?
A. Customer Service Representative
B. Bookkeeper
C. Training Coordinator
D. Research Scientist

22. Which role oversees recruitment, employee relations, benefits administration, compliance with labor laws, and overall human resource policies?
A. HR Manager
B. IT Manager
C. Marketing Specialist
D. Financial Advisor

23. Which role provides financial advice and planning services to help clients manage their finances and achieve financial goals?
A. Corporate Lawyer
B. Financial Advisor
C. Sales Manager
D. Production Supervisor

24. Which role conducts experiments and research to develop new products or improve existing ones, often in a laboratory setting?
A. Research Scientist
B. Public Relations Officer
C. Training Coordinator
D. Quality Assurance Inspector

25. Which role assists customers with inquiries, resolves complaints, and provides information about products or services?
A. Customer Service Representative
B. Public Relations Officer
C. Production Supervisor
D. Research Scientist

LIVEWORKSHEETS