

#2

3. In order to communicate, motivate and delegate a manager must have. Interpersonal skills.

- a) Interpersonal skills.
- b) Technical skills
- c) Conceptual skills
- d) Political skills.

4. studying the future and arranging the means for dealing with it is Part of the Process of.

- a) organizing
- b) commanding
- c) controlling
- d) Planning

5. Which Part of the management Process includes measuring results, comparing results to expectations, and taking corrective action to bring results in line?

- a) Planning
- b) organizing