**ОБРАЗЕЦ ЗАДАНИЙ КОМПЬЮТЕРНОГО ТЕСТА**

**ПО ДИСЦИПЛИНЕ «ДЕЛОВОЙ ИНОСТРАННЫЙ ЯЗЫК»**

**Заочная форма обучения**

1. The liability of auditor can be:

* *(a) only civil*
* *(b) only criminal*
* *(c) either civil or criminal*
* *(d) civil and/or criminal*

2. It is compulsory for a share broker to register with the:

* *(a) concerned stock exchange*
* *(b) securities and Exchange Board of India*
* *(c) department of Company Affairs*
* *(d) concerned Stock Exchange in concurrence with the securities and Exchange* Board of India

3. One of the uses of ‘Commercial Paper’ is that it can:

* *(a) help to understand business news*
* *(b) transactions*
* *(c) be circulated to raise money just like a Bill of Exchange*
* *(d) be issued to finance an important transaction*

4. The Gilt-edged market refers to the market for:

* *(a) industrial securities*
* *(b) government and semi-government securities*
* *(c) shares and debentures*
* *(d) public limited securities*

5. A ‘Co-partner’ is one who is:

* *(a) an active member of a partnership*
* *(b) a member of a Joint Hindu Family Firm*
* *(c) a member of a Joint Stock Con1pany*
* *(d) a member of a co-operative society*

6. A planned sequence of operations for handling recurring business transactions uniformly and consistently is known as:

* *(a) System*
* *(b) Procedure*
* *(c) Routine*
* *(d) Control*

7. In a broader sense, the activities of a co-operative organization are expected to ensure primarily:

* *(a) profitability to the members*
* *(b) socialism in the economy*
* *(c) equity to the members*
* *(d) productivity to the society*

8. Modernization of an industrial unit involves mainly:

* *(a) technological up gradation of its production process*
* *(b) technological reorientation towards low cost production*
* *(c) reengineering the basics of production and procedures*
* *(d) reduction in labor and cost to the absolute minimum*

9. Which one of the following statements is true in the context of Import-Export Trade?

* *(a) Under a C & F contract, the cost of insurance is to be borne by the buyer or the importer.*
* *(b) Marine insurance covers the risks during the sea voyages only*
* *(c) The standard call risks cover automatically covers war risk as well*
* *(d) Under a C & F contract, the exporter need not bother about insuring goods*

10. A letter of credit is opened on behalf of:

* *(a) an exporter*
* *(b) an importer*
* *(c) a buying agent*
* *(d) a bank*

11. A written statement of the main duties and responsibilities which a particular job entails is called:

* *(a) job Analysis*
* *(b) job specification*
* *(c) job description*
* *(d) job evaluation*

12. Selection process in any organization is usually preceded by the preparation of:

* *(a) human resources audit*
* *(b) operations audit*
* *(c) human resources inventory*
* *(d) human resources accounting*

13. Which one of the following monitors critical inputs and suggests. prevention measures in the form of corrective action to correct inputs and processes?

* *(a) Feed back control*
* *(b) Feed forward control*
* *(c) Budgetary control*
* *(d) Operational control*

14. Span of management may be larger in the case of:

* *(a) hardworking subordinates*
* *(b) loyal subordinates*
* *(c) centralized works and less responsibility*
* *(d) repetitive work and clear responsibility*

15. Span of management means that:

* *(a) an organization must have well defined goals or objectives.*
* *(b) each person in the organization must manage within a clearly defined-functional area*
* *(c) each subordinate should report to only one supervision*
* *(d) manager can supervise only a limited no of subordinates*

16. When management pays attention to more important areas and when the day-to-day routine problems are looked after by lower level management, it is known as:

* *(a) management by objectives*
* *(b) management by exception*
* *(c) participative management*
* *(d) critical path method*

17. The minutes of the proceedings of very general meeting should be recorded in the books of kept for that purpose within:

* *(a) 30 days of every such meeting*
* *(b) 3 months of any such meeting*
* *(c) the intervening period between that meeting and next meeting’*
* *(d) such time as approved by the Chairman of the company*

18. Converting a public company into a private company requires a special resolution:

* *(a) passed by members*
* *(b) passed by members and approval of the Registrar of Companies*
* *(c) of the member and approval of the Company Law Board*
* *(d) of the members and approval by the creditors*

19. The contents of the prospectus of a public limited company should be approved by the:

* *(a) Registrar of companies*
* *(b) Merchant Banker*
* *(c) Stock exchange in which the company is to be listed*
* *(d) Securities and Exchange Board of India*

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