



## Recapulative Exercises 21 Questions

### Multiple Choice (Sections 1, 3, and 5)

1. What type of conflict arises from disagreements over work tasks and responsibilities?
  - A. Task conflict
  - B. Relationship conflict
  - C. Value conflict
  - D. Personal conflict
2. Which of the following is a common sign of stress in the workplace?
  - A. Increased productivity
  - B. Frequent absenteeism
  - C. Enhanced communication
  - D. Improved teamwork
3. What does the term "liquidity" refer to in finance?
  - A. The ability to generate profits
  - B. The ability to pay off debts quickly
  - C. The value of assets minus liabilities
  - D. The total assets of a company

### Fill-in-the-Blank (Sections 2, 4, and 6)

4. The process of negotiation involves \_\_\_\_\_, \_\_\_\_\_, and reaching an agreement.
5. Effective communication includes clear articulation, active listening, and \_\_\_\_\_.
6. Leadership involves setting a vision, \_\_\_\_\_ the team, and making decisions.

### True/False (Sections 1, 3, and 7)

7. True or False: Empathetic communication involves understanding and sharing another person's feelings.
8. True or False: Chronic stress can improve performance and productivity.
9. True or False: Constructive feedback should focus on personal characteristics rather than behavior.



## Matching (Sections 2, 4, and 5)

10. Match the negotiation style with its description:

- A. Compromising
- B. Avoiding
- C. Collaborating
- 1. Both parties work together to find a win-win solution.
- 2. Parties meet halfway to reach a solution.
- 3. One or both parties ignore the conflict.

11. Match the communication method with its example:

- A. Verbal
- B. Non-verbal
- C. Written
- 1. Email
- 2. Handshake
- 3. Speech

12. Match the financial term with its definition:

- A. Asset
- B. Liability
- C. Equity
- 1. What a company owes
- 2. What a company owns
- 3. Owner's claim on company assets

## Multiple Choice (Sections 6 and 7)

13. What is the first step in the decision-making process?



- A. Implementing the solution
- B. Identifying the problem
- C. Evaluating alternatives
- D. Delegating tasks

14. Which of the following is a feature of constructive feedback?

- A. It focuses on personal attributes.
- B. It is vague and general.
- C. It is specific and behavior-focused.
- D. It is given in a public setting.

15. Which of the following is an example of a leadership style?

- A. Democratic
- B. Avoidant
- C. Reactive
- D. Passive

## **Multiple Choice (Sections 1, 3, and 5)**

16. What is one key component of conflict prevention?

- A. Ignoring conflicts
- B. Clear communication
- C. Increased workload
- D. Lack of feedback

17. What is a technique for managing stress?

- A. Avoiding tasks
- B. Practicing mindfulness
- C. Ignoring emotions
- D. Overworking

18. What is the purpose of a budget?



- A. To increase debt
- B. To plan income and expenses
- C. To avoid savings
- D. To reduce assets

## Matching (Sections 2, 4, and 5)

19. Match the term to its financial concept:

- A. Savings
- B. Investment
- C. Debt

- 1. Money set aside for future use
- 2. Money owed to others
- 3. Money put into assets for returns

20. Match the decision-making style to its description:

- A. Autocratic
- B. Democratic
- C. Laissez-faire

- 1. Decisions are made by one person without input from others.
- 2. Decisions are made collaboratively with team input.
- 3. Decisions are left to individual team members without direction.

21. Match the communication style to its example:

- A. Assertive
- B. Passive
- C. Aggressive



- 1. Expressing needs directly while respecting others.
- 2. Not expressing needs or opinions openly.
- 3. Expressing needs in a forceful and hostile manner.

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## Answer Key

### Multiple Choice (Sections 1, 3, and 5)

1. What type of conflict arises from disagreements over work tasks and responsibilities?
  - A. Task conflict
2. Which of the following is a common sign of stress in the workplace?
  - B. Frequent absenteeism
3. What does the term "liquidity" refer to in finance?
  - B. The ability to pay off debts quickly

### Fill-in-the-Blank (Sections 2, 4, and 6)

4. The process of negotiation involves discussing, compromising, and reaching an agreement.
5. Effective communication includes clear articulation, active listening, and feedback.
6. Leadership involves setting a vision, motivating the team, and making decisions.

### True/False (Sections 1, 3, and 7)

7. True or False: Empathetic communication involves understanding and sharing another person's feelings. - True
8. True or False: Chronic stress can improve performance and productivity.
  - False



9. True or False: Constructive feedback should focus on personal characteristics rather than behavior.

- False

## Matching (Sections 2, 4, and 5)

10. Match the negotiation style with its description:

- A. Compromising - 2. Parties meet halfway to reach a solution.
- B. Avoiding - 3. One or both parties ignore the conflict.
- C. Collaborating - 1. Both parties work together to find a win-win solution.

11. Match the communication method with its example:

- A. Verbal - 3. Speech
- B. Non-verbal - 2. Handshake
- C. Written - 1. Email

12. Match the financial term with its definition:

- A. Asset - 2. What a company owns
- B. Liability - 1. What a company owes
- C. Equity - 3. Owner's claim on company assets

## Multiple Choice (Sections 6 and 7)

13. What is the first step in the decision-making process?

- B. Identifying the problem

15. Which of the following is a feature of constructive feedback?

- C. It is specific and behavior-focused.

16. Which of the following is an example of a leadership style?

- A. Democratic

## Multiple Choice (Sections 1, 3, and 5)

16. What is one key component of conflict prevention?

- B. Clear communication

17. What is a technique for managing stress?

- B. Practicing mindfulness



18. What is the purpose of a budget?

- B. To plan income and expenses

### **Matching (Sections 2, 4, and 5)**

19. Match the term to its financial concept:

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- B. Investment - 3. Money put into assets for returns
- C. Debt - 2. Money owed to others

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- B. Democratic - 2. Decisions are made collaboratively with team input.
- C. Laissez-faire - 3. Decisions are left to individual team members without direction.

21. Match the communication style to its example:

- A. Assertive - 1. Expressing needs directly while respecting others.
- B. Passive - 2. Not expressing needs or opinions openly.
- C. Aggressive - 3. Expressing needs in a forceful and hostile manner.