

CMA JANUARY 2022 EXAMINATION
Foundation Level
MS114. Fundamentals of Management & Business Communication
Model Solution

Answer of the Q. No. 1

Question No.	Answer no.	Answer
(i)	(b)	strategy formulation and strategy implementation
(ii)	(a)	Technical, Human and Conceptual
(iii)	(a)	Earning profits
(iv)	(b)	Setting Standards of Performance
(v)	(e)	All of the above
(vi)	(a)	corporate planning
(vii)	(a)	group decision
(viii)	(c)	Creativity
(ix)	(b)	Leadership
(x)	(b)	Performance
(xi)	(b)	management by exception
(xii)	(e)	All of the above
(xiii)	(e)	b, c, & d
(xiv)	(b)	Rightness & wrongness
(xv)	(c)	Multiculturalism.

Answer of the Q. No. 2

- (a) True.
- (b) False. Goals provide guidance and direction, facilitate planning, inspire motivation and commitment, and promote evaluation and control.
- (c) False. Decision making is the act of choosing one alternative from among a set of alternatives.
- (d) True
- (e) False. Control can focus on financial, physical, information, and human resources.

Answer of the Q. No. 5

Answer of MCQ Questions of Fundamentals of Business Communication

Question No.	Answer No.	Answer
(i)	(c)	Verbal and non-verbal communication
(ii)	(c)	Obstacles that interfere with the understanding of a message
(iii)	(b)	symbols
(iv)	(a)	Formal
(v)	(d)	Sender, Message, Channel, Receiver, Feedback
(vi)	(c)	Group communication
(vii)	(a)	Memorandum
(viii)	(d)	Channel richness
(ix)	(a)	coherence
(x)	(a)	the audience is understood
(xi)	(a)	A formal report is directed primarily to readers outside an organization
(xii)	(b)	Feedback sent by the receiver to the sender.
(xiii)	(b)	Semantic barriers
(xiv)	(a)	Communication
(xv)	(d)	poor listening

Answer of the Q. No. 6

Question No.	Answer no.	Answer
1.	(d)	Internal use
2.	(c)	understood by others and produces the intended results
3.	(e)	giving advice
4.	(a)	give your information in precise terms.
5.	(b)	talking to oneself in one's own mind.

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