1. What are the reasons for which the special tools are used?
   
   (a) To reduce loading & unloading time
   (b) To reduce inspection work
   (c) To reduce cost of manufacturing
   (d) **All of the above**

2. Providing products and services are the functions of production.
   
   (a) **True**
   (b) False

3. Job production consists of:
   
   (a) A small number of pieces produced only once
   (b) A small number of pieces produced intermittently
   (c) A small number of pieces produced periodically
   (d) **All of the above**

4. Management is generally defined as an art of getting things done through people in formally organised groups.
   
   (a) **True**
   (b) False

5. Organising is an important function of management by which management combines:
   
   (a) **Human & material**
   (b) Human & labour
   (c) Machines & human
   (d) Machines & materials
6. In ______, the type and operational characteristics of the manufacturing equipment are the determining factors in the arrangement of the factory.

(a) **Process layout**
(b) Cost layout
(c) Material layout
(d) Product layout

7. What are some of the special purpose tools?

(a) Press tools
(b) Form tools
(c) Jigs & fixtures
(d) **All of the above**

8. What appears fourth in Maslow’s hierarchy?

(a) Security needs
(b) **Esteem needs**
(c) Physiological needs
(d) Self-actualisation

9. An 'adult' means:-

(a) **Above 18 years**
(b) Below 15 years
(c) Between 15-18 years
(d) None of the above

10. A psychological test has been defined both in:-

(a) Major & minor manner
(b) **Broad & narrow manner**
(c) General & specific manner
(d) None of the above