

AMCAT ENGLISH COMPREHENSION

The given multiple choice questions contain only one option as the correct answer.

Select the word **OPPOSITE** in meaning to that of the given word.

1. **INDISCREET**

- a. Reliable
- b. Honest
- c. Prudent
- d. Stupid

2. **SOLICITUDE**

- a. Insouciance
- b. Ingenuity
- c. Propriety
- d. Austerity

3. Select an option that is closest in meaning to the word marked in bold letters.

“It is **preposterous** on your part to look for a job without first completing your education.”

- a. Wise
- b. Imperative
- c. Advisable
- d. Most admirable
- e. Very absurd

Fill in the blanks.

4. The success that he has gained, though striking enough, does not, however, commensurate _____ the efforts made by him.

- a. about
- b. from
- c. with
- d. beside
- e. over

5. Alex had his dinner after he _____

- a. completed his work
- b. had been completing his work
- c. was completing his work
- d. had been completed his work
- e. had got completed his work

In the given questions, select the word or phrase that is closest in meaning to that of the given word.

6. Nonchalance

- a. Neutrality
- b. Indifference
- c. All-knowing
- d. Ignorance
- e. Untimeliness

7. Conceal

- a. Hide
- b. Seal
- c. Ceiling
- d. Horrifying

8. Read the sentence and identify the grammatical error. The error, if any, will be found in ONLY ONE part of the sentence.

(Ignore punctuation errors, if any)

(A) The whole thing moves (B) around the concept of building a small dynamic (C) organization into a larger one. (D) No error.

- a. (A)
- b. (B)
- c. (C)
- d. (D)

9. A part of the sentence given below is italicized. Which of the given alternatives can improve the meaning?

She *gave* most of her time to music.

- a. spent
- b. lent
- c. devoted
- d. no improvement needed

Read the passage and answer the questions.

Management is a set of processes that can keep a complicated system of people and technology running smoothly. The most important aspects of management include planning, budgeting, organizing, staffing, controlling and problem-solving. Leadership is a set of processes that creates organizations in the first place or adapts them to significantly changing circumstances. Leadership defines what the future should look like, aligns people with that vision and inspires them to make it happen despite the obstacles. This distinction is absolutely crucial for our purposes here: Successful transformation is 70 to 90 per cent leadership and only 10 to 30 percent management. Yet for historical reasons, many organizations today don't have much leadership. And almost everyone thinks about the problem here as one of managing change. For most of this country, as we created thousands and thousands of large organizations for the first time in human history, we didn't have

enough good managers to keep all those bureaucracies functioning. So many companies and universities developed management programs and hundreds and

thousands of people were encouraged to learn management on the job. And they did. But, people were taught little about leadership. To some degree, management was emphasized because it's easier to teach than leadership. But even more so, management was the main item on the twentieth century agenda because that's what was needed. For every entrepreneur or business builder who was a leader, we needed hundreds of managers to run their ever-growing enterprises. Unfortunately for us today, this emphasis on management has often been institutionalized in corporate cultures that discourage employees from learning how to lead. Ironically, past success is usually the key ingredient in producing this outcome. The syndrome, as I have observed it on many occasions, goes like this: Success creates some degree of marked dominance which in turn produces much growth. After a while keeping the ever-larger organization under control becomes the primary challenge. So attention turns inward and managerial competencies are nurtured. With a strong emphasis on management but not leadership, bureaucracy and an inward focus takeover. But with continued success, the result mostly of market dominance, the problem often goes unaddressed and an unhealthy arrogance begins to evolve. All of these characteristics then make any transformation effort much more difficult. Arrogant managers can over-evaluate their current performance and competitive position, listen poorly and learn slowly. Inwardly focused employees can have difficulty seeing the very forces that present threats and opportunities. Bureaucratic cultures can smother those who want to respond to shifting conditions. And the lack of leadership leaves no force inside these organizations to break out of the morass.

11. Why did companies and universities develop programs to prepare managers in such large numbers?

- a. Companies and universities wanted to generate funds through these programs.
- b. The large number of organizations were created as they needed managers in good number.
- c. Organizations did not want to spend their scarce resources in training managers.
- d. Organizations wanted to create communication network through trained managers.

12. How has the author defined management?

- a. It is the process of adapting organizations to changing circumstances.
- b. It is the system of aligning people with the direction it has taken.
- c. It refers to creating a vision to help direct the change effectively.
- d. It refers to creating better performance through customer orientation.

13. What is the historical reason for many organizations not having leaders?

- a. Leaders are born; they are not made.
- b. Leaders lack managerial skills and organizations need managers.
- c. Leaders are weak in carrying out traditional functions of management.
- d. Leaders allow too much complacency in organizations.

14. Which of the following characteristics helps an organization in its efforts to transform?

- a. Emphasis on leadership and not management
- b. Strong and dogmatic culture
- c. Bureaucratic and inward-looking approach
- d. Failing to acknowledge the value of customers and shareholders

15. Find the word that most closely means the same as the word 'smother'?

- a. Suppress
- b. Encourage
- c. Instigate
- d. Criticize