



Managerial Readings

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 2026

1

Content

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1. Management
2. A successful Manager, Alex Thompson
3. Planning
4. Planning for Horizon Innovations
5. Organizing

6. **Bright Future Company**
7. Leading
8. Miss Harmony, the leader of Sweet Bliss
9. Controlling
10. A bakery called Harmony Delights

02/05/2026

2

MODE OF ASSESSMENTS

Components	Marks	
Assignment 1	10	
Assignment 2	10	
Assignment 3	10	
Assignment 4	10	
Semester Exam	10	
Final Exam	50	

02/05/2026

3

Semester and Final Exams

Semester Exam	Final Exam	Types of Questions
✓	✓	Multiple-choice questions
✓	✓	True / False questions
✓	✓	Fill in the blanks
	✓	Match the terms to their explanations
	✓	Define the terminologies
	✓	Short essay questions


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4

Chapter 6. Bright Future Company

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- Story
- Multiple-choice questions
- True / False Questions
- Fill in the blanks

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5 of 27

5

Bright Future Company

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Read the passage and then answer the questions underneath.

In a small city, there was a company called Bright Future Company. The manager, Mr. Kareem, **was** known for being organized and helpful. One day, the company received a big project. They needed to finish the work **in** two months, but many employees felt confused about what to do.

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6 of 27

6

Bright Future Company

Mr. Kareem understood that the problem was **not** the workers—it was the lack of organizing. So, he decided to act. First, he carefully studied the project and divided it **into** smaller tasks. Then, he looked at his team and chose the right person for each task based on their skills and experience.

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7 of 27

7

Bright Future Company

Next, Mr. Kareem created clear roles **and** responsibilities. He told each employee what they needed to do and when to do it. This made everyone feel more confident and less confused. He also created a simple organizational structure, so employees knew who to report to if they had questions.

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8 of 27

8

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Bright Future Company

After that, he worked **on** coordinating the team. He scheduled weekly meetings to check progress and solve problems. During these meetings, team members shared ideas and helped each other. This improved teamwork and communication.

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9 of 27

9

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Bright Future Company

Mr. Kareem also made sure that resources were used properly. He checked that the team had enough computers, materials, and budget **to** complete their tasks. When one department needed extra help, he quickly moved resources to support them.

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10 of 27

10

Bright Future Company

As time passed, the company became more organized. Employees worked faster and made fewer mistakes. They felt happier because they understood their roles and worked together as **a** team.

Finally, the project was completed on time, and the client was very satisfied. The company even received another project because **of** their good work.

Bright Future Company

At the end of the project, Mr. Kareem spoke to his team. He said, “Organizing is the key to success. When we arrange **our** work, people, and resources in the right way, everything becomes easier.”

The team agreed. They learned that organizing is not just about giving orders—it is about planning tasks, assigning roles, and helping everyone work together smoothly. From that day, Bright Future Company became stronger and more successful because of good organization.

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Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

1. What is the name of the company in the story?

- A) Smart Vision Company
- B) Big Success Company
- C) Fast Work Company
- D) Bright Future Company

Answer: D

02/05/2026 **13 of 27**

13

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Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

2. Who is the manager of the company?

- A) Mr. Ali
- B) Mr. Kareem
- C) Mr. Ahmed
- D) Mr. Sami

Answer: B

02/05/2026 **14 of 27**

14

Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

3. What problem did the employees have at the beginning?

- A) They were lazy
- B) They had no skills
- C) They were confused
- D) They were late

Answer: C

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15 of 27

15

Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

4. What did Mr. Kareem do first?

- A) Divided the project into tasks
- B) Fired employees
- C) Closed the company
- D) Ignored the problem

Answer: A

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16 of 27

16

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Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

5. How did Mr. Kareem choose employees for tasks?

- A) Randomly
- B) By age
- C) By skills and experience
- D) By salary

Answer: C

02/05/2026

17 of 27

17

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Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

6. What helped employees understand their work better?

- A) More money
- B) Clear roles and responsibilities
- C) Longer hours
- D) Fewer tasks

Answer: B

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18 of 27

18

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Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

7. What did Mr. Kareem use to improve teamwork?

- A) Daily exams
- B) Phone calls only
- C) No communication
- D) Weekly meetings

Answer: D

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19 of 27

19

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Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

8. What does organizing resources mean in the story?

- A) Using people and tools properly
- B) Buying new cars
- C) Ignoring needs
- D) Spending money quickly

Answer: A

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20 of 27

20

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Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

9. What was the result of good organizing?

- A) Project failed
- B) Employees left
- C) Project finished on time
- D) Work stopped

Answer: C

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21 of 27

21

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Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

10. What lesson did the team learn?

- A) Organizing is not important
- B) Organizing helps success
- C) Work alone is better
- D) Meetings are useless

Answer: B

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22 of 27

22

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Mark whether the following statements are true ✓ or false X.

11. Bright Future Company is located in a small city.
Answer: True

12. Mr. Kareem was not a good manager.
Answer: False

13. The company received a small and easy project.
Answer: False

02/05/2026 **23 of 27**

23

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Mark whether the following statements are true ✓ or false X.

14. Employees were confused at the beginning of the project.
Answer: True

15. Mr. Kareem divided the project into smaller tasks.
Answer: True

16. Tasks were given randomly to employees.
Answer: False

02/05/2026 **24 of 27**

24

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Mark whether the following statements are true ✓ or false X.

17. Employees clearly understood their roles after organizing.

Answer: True

18. Mr. Kareem did not hold any meetings.

Answer: False

25 of 27

25

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Mark whether the following statements are true ✓ or false X.

19. The project was completed on time.

Answer: True

20. The story shows that organizing helps a company succeed.

Answer: True

26 of 27

26

Fill in the blanks with the most appropriate words from the table.

an

was

in

with

In a small city, there was a company called Bright Future Company. The manager, Mr. Kareem, **.was..** known for being organized and helpful. One day, the company received a big project. They needed to finish the work **..in...** two months, but many employees felt confused about what to do.

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