

**Assiut University**  
**Faculty of Commerce**  
**Political Science & Public**  
**Administration Department**

**(Guiding Questions:**

**65 Question )**

**Public & Local**

**Administration**

**(Group A & B)**

**(English Section)**

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**Answer the Following Two Questions:**

**Question I: Select the correct answer**

1- Traditionally, Public Administration (PA) was:

- A) established to run a state in a stable and predictable way in a relatively static environment.
- B) not prepared to meet new challenges.
- C) referring to A & B.
- D) not resistant to change.

2- Major concerns of PA include:

- A) the management of public programs.
- B) studying government decision making.
- C) an analysis of the public policies.
- D) all of the above.

3- PA has been gaining a greater importance as:

- A) being an instrument for protecting and restraining.
- B) fostering and promoting public interest.
- C) performing A & B.
- D) including all of the above except (A).

4- In PA context, the administrative system:

- A) represents a part of a government
- B) is a subsystem of the larger political system.

- C) includes A and B.  
D) is not any of the above.
- 5- PA context or environment:  
A) consists of a variety of elements, factors, and / or components "subsystems".  
B) includes the formal power structures of the system (branches of government).  
C) encompasses informal power structures (i.e, political parties, interest groups, media).  
D) involves all of the above.
- 6- From a PA context, political culture:  
A) shapes people's attitudes and orientation toward politics and the political process in general .  
B) greatly influences major tasks of PA.  
C) performs all of the above.  
D) is not related.
- 7- In PA, Major party functions include:  
A) articulating alternative policies.  
B) helping organize, move or affect government agenda.  
C) working as an opposition to government in power.  
D) all of the above functions.
- 8- Public Administration represents:  
A) the machinery used by the State to make plans, programs, and to carry them out.  
B) a great importance for being essential to build and foster the state national character.  
C) a major instrument for national integration.  
D) all of the above.
- 9- Once in power, the party becomes:  
A) a major method to coordinate policy making among government branches.  
B) politically neutral, and never intervenes in public policy formulation or implementation.  
C) an institution to cooperate among the executive and the legislature.  
D) responsible for all of the above except B.
- 10- In a PA context, Multiculturalism refers to the belief that:  
A) cultures making up a diverse multi ethnic and linguistic society ought to be maintained as distinct.  
B) laws should protect and even encourage these cultures .  
C) cultural diversity is to be valued and appreciated.  
D) includes all of the above.
- 11- Awarding government jobs and contracts to faithful members of the political party in power is called a:  
A) patronage.  
B) merit system.  
C) system model.

D) NIMBY.

12- Common shared skills, techniques and procedures between PA and BA include:

- A) professional skills, i.e., accounting, statistics and office management.
- B) office procedures, purchases, disposals and stocking.
- C) both A and B.
- D) only B.

13- In developing countries major environmental problems facing PA include:

- A) too high financial costs to saving environment.
- B) lack of political will and incentive.
- C) absence of institutional framework to develop and implement environment policy making on a global scale.
- D) all of the above.

14- In PA, civil service systems are:

- A) generally conforming to three major models; fused, metropolitan, and colonial.
- B) usually, allowing members to move around and occupy key jobs in all types of organizations.
- C) characterized by all of the above.
- D) limited to one organizational system .

15- Clientelism:

- A) is a system of government and politics based on a relationship between patron and clients.
- B) refers to public sector jobs and contracts being distributed on the basis of personal and political contacts in return for political support.
- C) involves A and B.
- D) is not related to either A or B.

16- From a PA perspective, human resources include :

- A) officials.
- B) civil servants.
- C) bureaucrats.
- D) all of the above.

17- As a main factor of the environmental context of PA, political parties influence PA through:

- A) articulating alternative policies.
- B) transferring citizens' demands and needs to government.
- C) evaluating government performance.
- D) all of the above functions.

18- The administration of the State is:

- A) the day -to- day work of implementing policies.  
B) carried out by the bureaucratic departments or ministries of government.  
C) involving A and B.  
D) involving none of the above.
- 19- Generally, Civil Service systems are regulated:  
A) by the executive branch of government .  
B) sometimes by the executive and the legislative bodies.  
C) with certain constitutional protection in a few countries, while the structure and organization of the civil service left to the executive.  
D) according to one or more of the above.
- 20- Major criteria for structuring the civil service should:  
A) be recruiting and retaining a motivated managerial and work force.  
B) get the right person for the right job .  
C) include A and B.  
D) be limited to kinship and trusted persons.
- 21 -Which of the following is not correct regarding PA and BA?  
A) both are the same with no difference.  
B) share many activities performed both by private and public agencies.  
C) to some, as all administration is one, there is no difference between PA or BA.  
D) both share many individual and professional skills.
- 22- In the process of PA, Interest Groups:  
A) have an essential role for all types of governments.  
B) seek to influence the administration of public policy in a variety of ways.  
C) become a major political player in a diverse and pluralistic society.  
D) are characterized with all of the above.
- 23-Patronage system offers government jobs:  
A) based on competence and efficiency .  
B) as a result of public elections.  
C) as a reward to faithful members of the political party in power.  
D) based on competitive examinations or formal educational qualifications.
- 24- In civil services systems, authority structure:  
A) are organized horizontally and / or vertically.  
B) may be divided among the various corps and services at the top .  
C) may be divided into somewhat rigid classes to reflecting task complexities and professional qualifications.  
D) may follow any of the above mentioned organizing lines.

- 25- ..... refers to implementing rules and precedents uniformly to all the citizens and classes without discrimination in a PA context.
- A) all of the following.
  - B) the uniformity principle.
  - C) patronage system.
  - D) the merit system.
- 26- As a "Civil Service System", the "Colonial Model":
- A) is relatively a representative of recently independent states (in the last 4-5 decades)
  - B) strongly continues to believe in the structures and practices evolved during colonialism.
  - C) almost means independence is simply a change of personnel as foreigners were gradually replaced by nationals.
  - D) is characterized with all of the above.
- 27- When every action of a minister or a public servant is subject to close scrutiny by the parliament representatives, it is called ...
- A) the merit system.
  - B) public accountability
  - C) a uniformity principle.
  - D) profit motive.
- 28- Civil service systems:
- A) are neither unitary nor inclusive.
  - B) in most countries have a multiplicity of personnel systems in place at different levels of government.
  - C) generally speaking, conform to three major models.
  - D) are characterized with all of the above.
- 29- Major points of differences between public and private administration include:
- A) the principle of uniformity and external financial control.
  - B) public accountability and the profit motive.
  - C) both A and B.
  - D) none of the above.
- 30- Which of the following is not a character of a "good civil service system"?
- A) encouraging highly qualified personnel and creative ideas.
  - B) protecting corruption and administrative malpractice.
  - C) selection top position based on seniority and professional experience.
  - D) integrating appropriate rules and practices to improve and deliver public services.

- 31- A document issued by a political party establishing its policies and positions on current public issues is called a party:
- A) ideology.
  - B) platform.
  - C) consensus.
  - D) patronage.
- 32- A bureaucratic agency that serves, protects, or promotes the interests of those it was established to oversee is called:
- A) bureaucracy.
  - B) a grass roots movement.
  - C) clientele agency.
  - D) a political party.
- 33- In a PA context, political parties are called linkage institutions for:
- A) being organized groups of political active persons.
  - B) seeking to capture the government through election.
  - C) nominating candidates and helping citizens elect officials to control the government and determine its politics.
  - D) performing all the above and other related political functions.
- 34- According to the "Merit System", the selection, retention, and promotion of public employees is to be based on:
- A) a comparative examinations or formal educational qualifications.
  - B) loyalty.
  - C) ideological consideration.
  - D) none of the above.
- 35- From a PA context, the ecological /environment arena:
- A) relates to the physical environment and forces that derive the natural world.
  - B) represents a major source of 'Value Conflict' that influences PA in most states of the world, especially the most advanced ones.
  - C) includes, among other things, forests, wild life, air pollution, acid rain, oil spill over industrial hazardous wastes, water quality, climate changes and natural habit.
  - D) refers to all of the above characteristics.
- 36- ..... refers to every action of a minister or a public servant being a subject to close scrutiny by the parliament representatives.
- A) public accountability.

- B) the merit system
- C) a uniformity principle.
- D) profit motive.

37- Structuring the civil service should observe:

- A) recruiting and retaining a motivated managerial and work force.
- B) hiring the right person for the right job.
- C) all of the above.
- D) selecting kinship and trusted persons.

38- Civil services organizations may:

- A) be a job and skill oriented
- B) employ the concept of grand corps-for major professional groups.
- C) build their personnel systems around the concept of rank.
- D) follow one or the other of the previous principles.

39- Political parties may contribute to PA process through:

- A) articulating alternative policies and evaluating government performance.
- B) transferring citizens' demands and needs to government.
- C) performing all of the above functions
- D) limiting hiring public officials to party members and supporters

40- ..... refers to the selection, retention, and promotion of public employees being based on competitive examinations or formal educational qualifications.

- A) spoil system.
- B) merit system.
- C) an ideology.
- D) colonial model.

41- To influence public policy, interest and lobbying groups:

- A) influence bureaucratic agency implementation.
- B) advocate issues to get them on the agenda of the government.
- C) lobby the executive and legislature to get preferred policy options.
- D) in addition to the above, they help determine the evaluation of policy.

42- In all types of contemporary political systems, the size of bureaucracy :

- A) is the same.
- B) greatly varies from a country to the other.
- C) has no relation to the size of the system and its public sector.
- D) only refers to A and C.

43- Bureaucracy:

- A) is a rational and impersonal rule.
- B) refers to a bound and hierarchical form of a government organizational structure.
- C) is set up to perform large scale administrative tasks.
- D) is characterized with all of the above.

44- State bureaucrats:

- A) are sometimes seen as lazy and inefficient.
- B) may be viewed in a completely different way as ambitious empire builders.
- C) are characterized with A and B.
- D) never exist in developed advanced states

45- The concept and process of bureaucracy was introduced and explained by :

- A) Aristotle.
- B) Karl Marx
- C) Max Weber
- D) Thomas Hobbes.

46- Politicians find it difficult to control their bureaucrats because of:

- A) secrecy.
- B) fragmentation.
- C) both A and B.
- D) none of the above

47- As a process, policy making:

- A) refers to a job of elected politicians being head of governments, departments and ministries.
- B) is a day-to-day administration of government business, carried out by bureaucrats.
- C) involves A and B.
- D) independent of A and B.

48- Max Weber Ideal -type of bureaucracy is characterized with:

- A) rationality and legality.
- B) hierarchy and formal rules as its core features.
- C) A and B.
- D) none of all above.

49- Bureaucrats:

- A) organize public elections, collect taxes, administer state pensions, run schools and hospitals.
- B) provide welfare services, draw up contracts for military hardware, inspect the roads.
- C) ensure that public health and safety regulations are observed, run police and fire services.
- D) perform all of the above functions.

50- As a process, privatization:

- A) refers to converting public services and amenities to private ones.
- B) is a modern form for more effective and efficient public sector .
- C) includes all of the above.
- D) is not related to modern PA.

51- Policy making is:

- A) the job of elected politicians who head government departments and ministries.
- B) the same like day-to-day administration of government business, carried out by bureaucrats.
- C) involving A & B
- D) independent of A & B.

**Question II: Indicate whether each of the following statements is True (T) or False (F)**

52- PA is as an imperative to Western developed systems only.

53- Major concerns of Public Administration and Business Administration are the same, Both seek to maximize profitability.

54- Public Administration refers to the organization and management of activities financed from the tax-payer's money.

55- The thrust of Public Administration definitions is that it pertains to the administrative activities of the government.

56- PA focuses on the performance and activities of state to implement the Public Policy.

57- To understand the evolution of PA, one must understand the environment and its changes.

58- Public Administration is not related neither to the political system, nor political science.

- 59- Across movement of functionaries between public and private administration is a common professional practice in many countries.
- 60- From a PA perspective, political parties have no role or a function to play at any level of government and the administration.
- 61- Civil service systems are strictly limited to one organizational system; that is the colonial model.
- 62- Patronage is a system for offering government jobs based on competence, efficiency, and competitive examinations or formal educational qualifications.
- 63- Weberian concept of “the legal rationality” represented a main contribution to the development of PA.
- 64- In all types of contemporary political systems, the size of bureaucracy is not the same, it greatly varies from a country to the other.
- 65- All democracies can implement public policies and deliver public services without effective bureaucracies

*(Good Luck)*