1) Sketch the role of management in coordinating the resources of an enterprise, and discuss the role and productivity of each resource.

2) Sketch how manufacturing time is made up and discuss the main points. Give the time added due to each of the four elements.

3) Elaborate about the management techniques used to reduce the work content (due to product and process) and ineffective time (due to management and worker).

4) Compare between capital investment and better management in improving an enterprise.

5) Discuss the basic procedure of work study.

6) Discuss the reasons behind the resistance of supervisors and workers to the application of work study.

7) Give and discuss the factors affecting the working conditions.

8) Give the basic procedure of method study, and discuss the fields that should be analyzed in method study.