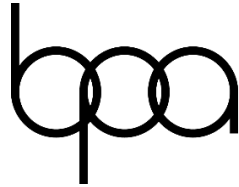


DO NOT WRITE ON TEST



**BUSINESS
PROFESSIONALS
of AMERICA**
Giving Purpose to Potential

**MANAGEMENT,
MARKETING AND HUMAN
RESOURCES CONCEPTS**

~OPEN EVENT~

(591)

REGIONAL 2026

CONCEPT KNOWLEDGE:

Multiple Choice (50 @ 2 points each)

_____ (100 points)

Test Time: 60 minutes

GENERAL GUIDELINES.

Failure to follow any of these rules may result in disqualification:

1. **Submission Requirements:** Contestants must submit this test booklet along with any printouts.
2. **Permitted Items:** Only the equipment, supplies, and materials specified for this event are allowed in the testing area. Previous BPA tests and sample tests (whether handwritten, photocopied, or typed) are not permitted.
3. **Electronic Devices:** Electronic devices will be monitored according to ACT standards.

Multiple Choice Questions

Directions: Identify the letter of choice that best completes the statement or answers the question.

1. You need to implement a new company policy. How should you communicate this to your team?
 - A. Send an email and assume everyone reads it
 - B. Discuss the policy in a team meeting and address any questions or concerns
 - C. Post the policy on the office bulletin board
 - D. Mention it casually in conversations
2. What is the most effective way to manage a remote team?
 - A. Monitor their activities constantly
 - B. Schedule regular check-ins and foster open communication
 - C. Allow them to work independently without any check-ins
 - D. Require daily progress reports
3. What is the most common source of funding for start-up businesses?
 - A. Angel investors
 - B. Bank loans
 - C. Venture capital firms
 - D. Personal savings
4. How does a sole proprietorship differ from a corporation?
 - A. It is more expensive to establish
 - B. It offers limited liability protection
 - C. The owner and business are legally the same
 - D. It is required to have a board of directors
5. You have received multiple complaints about a team member's attitude. What should you do?
 - A. Ignore the complaints and hope the issue resolves itself
 - B. Confront the team member publicly
 - C. Reassign the team member to a different team
 - D. Discuss the feedback with the team member privately and offer coaching
6. Your team is struggling with a tight deadline. How can you help them manage their workload?
 - A. Increase their working hours
 - B. Offer no assistance and let them handle it
 - C. Reduce their workload by postponing less critical tasks
 - D. Reassign all tasks to yourself

7. A team member frequently misses deadlines due to personal issues. How should you handle this situation?
 - A. Publicly criticize the team member
 - B. Ignore the missed deadlines and hope it improves
 - C. Discuss the situation privately and offer support and solutions
 - D. Reassign their tasks to others
8. How should you address a sudden drop in team performance?
 - A. Criticize the team publicly
 - B. Investigate potential causes and implement corrective actions
 - C. Ignore the issue and hope it resolves itself
 - D. Increase the team's workload to push them harder
9. A team member is consistently exceeding performance expectations. How should you recognize their efforts?
 - A. Ignore their performance to avoid jealousy
 - B. Give them a monetary bonus without explanation
 - C. Reduce their workload to prevent burnout
 - D. Provide public recognition and offer additional responsibilities
10. How can you foster a culture of innovation within your team?
 - A. Encourage risk-taking and reward creative solutions
 - B. Punish mistakes to encourage careful thinking
 - C. Focus solely on routine tasks
 - D. Limit feedback to only positive comments
11. How should you handle a team member who frequently interrupts others during meetings?
 - A. Let the behavior continue
 - B. Publicly reprimand them during the meeting
 - C. Privately discuss the issue with the team member and suggest alternative behaviors
 - D. Ban them from attending future meetings
12. What is the best way to handle a high-stress situation affecting the team?
 - A. Ignore the stress and push for results
 - B. Address the situation openly, provide support, and encourage stress-relief activities
 - C. Criticize the team for not handling stress well
 - D. Increase their workload to divert their attention
13. Which term describes when a company sends part of its operations overseas to reduce costs?
 - A. Licensing
 - B. Exporting
 - C. Offshoring
 - D. Merging

14. How do you handle a team member who consistently meets but never exceeds expectations?
 - A. Ignore their performance as long as they meet expectations
 - B. Reassign their tasks to more ambitious team members
 - C. Criticize them for lack of ambition
 - D. Provide constructive feedback and set higher goals
15. Your team is experiencing low morale. What steps can you take to improve it?
 - A. Organize team-building activities and address any underlying issues
 - B. Criticize the team for their low morale
 - C. Increase their workload to distract them
 - D. Ignore the issue and focus on results
16. A team member is showing signs of burnout. What should you do?
 - A. Ignore the signs and push them to work harder
 - B. Reassign all their tasks to others
 - C. Publicly announce their burnout to the team
 - D. Discuss their workload and offer solutions to reduce stress
17. Your team has conflicting ideas on how to approach a project. How do you resolve this?
 - A. Assign the project to another team without conflicts
 - B. Choose the approach yourself without consulting the team
 - C. Ignore the conflict and let them work it out
 - D. Facilitate a discussion to reach a consensus or a compromise
18. What is the most effective way to manage a team with remote and in-office members?
 - A. Focus only on the in-office members as they are more accessible
 - B. Implement tools and practices that ensure equal participation and communication
 - C. Ignore the remote members and hope they keep up
 - D. Treat everyone the same regardless of their location
19. A new technology could improve your team's productivity but requires a steep learning curve. What do you do?
 - A. Provide comprehensive training and support during the transition
 - B. Allow only the tech-savvy team members to use it
 - C. Avoid implementing the technology due to the learning curve
 - D. Force the team to adopt the technology immediately
20. How should you handle a team member who feels undervalued?
 - A. Reassign their tasks to someone who feels more valued
 - B. Discuss their concerns and recognize their contributions
 - C. Ignore their feelings and keep them in their current role
 - D. Publicly announce their feelings to the team

21. Your team is consistently meeting goals, but there is room for improvement. How can you encourage further growth?
- A. Criticize the team for not doing more
 - B. Ignore the current success and focus on maintaining status quo
 - C. Set higher goals and provide additional resources for development
 - D. Increase their workload to push for higher results
22. A team member is consistently late to work. How should you handle this?
- A. Reduce their responsibilities due to their lateness
 - B. Ignore the lateness as long as they complete their work
 - C. Discuss the issue privately and understand any underlying reasons
 - D. Publicly reprimand them during a team meeting
23. What is the best way to handle a team member who frequently complains?
- A. Publicly criticize them for their negativity
 - B. Address their concerns and find constructive solutions
 - C. Ignore their complaints and hope they stop
 - D. Reassign them to a different team
24. A team member consistently has the best ideas but is poor at execution. What should you do?
- A. Criticize them for their poor execution
 - B. Reassign their tasks to someone else
 - C. Encourage them to share ideas and pair them with someone who excels at execution
 - D. Ignore their ideas and focus on their execution
25. How can you best prepare your team for a major organizational change?
- A. Announce the change at the last minute to avoid resistance
 - B. Avoid discussing the change to prevent panic
 - C. Communicate the change early, explain the reasons, and provide support throughout the transition
 - D. Only inform the team leaders and let them handle it
26. What is the most effective way to manage a high-performing but difficult team member?
- A. Address their behavior privately and set expectations for improvement
 - B. Publicly criticize them to set an example
 - C. Reassign their tasks to someone else to avoid conflict
 - D. Ignore their difficult behavior as long as they perform well
27. When planning to enter a foreign market, what should a company first undertake?
- A. Brand refresh
 - B. Currency exchange
 - C. Political campaign
 - D. Market feasibility study

28. A critical project requires overtime from your team. How do you manage this situation?
- A. Explain the situation, offer compensation or time off later, and show appreciation for their efforts
 - B. Ignore the need for overtime and hope the project gets completed on time
 - C. Demand overtime without any explanation
 - D. Reassign the project to another team to avoid overtime
29. How should you approach decision-making in a team with diverse opinions?
- A. Make decisions unilaterally to avoid conflict
 - B. Assign the decision-making to the most senior team member
 - C. Facilitate a discussion to gather input and reach a consensus
 - D. Ignore the opinions and proceed with your own decision
30. What is the best way to address frequent misunderstandings in communication within your team?
- A. Criticize the team for not understanding each other
 - B. Implement clear communication protocols and encourage open dialogue
 - C. Ignore the misunderstandings and hope they resolve themselves
 - D. Reduce communication to only essential matters
31. How do you handle a team member who feels they are not being challenged enough?
- A. Assign them to tasks where they don't need to contribute ideas
 - B. Provide more challenging tasks and opportunities for growth
 - C. Ignore their feelings and keep them in their current role
 - D. Criticize them for not appreciating their current role
32. A key team member is going on an extended leave. How should you prepare for their absence?
- A. Postpone all projects until their return
 - B. Reassign their tasks and provide training to other team members
 - C. Hire a temporary replacement without informing the team
 - D. Ignore their absence and hope it doesn't affect the project
33. How should you address a team member who often misses team meetings?
- A. Exclude them from future meetings
 - B. Publicly reprimand them during the next meeting
 - C. Ignore their absence and let the meetings proceed
 - D. Discuss the issue privately, understand the reasons, and encourage better attendance

34. How can you effectively manage a team during a period of significant change?
- A. Avoid discussing the change to prevent panic
 - B. Ignore the change and maintain current practices
 - C. Communicate openly about the change, provide support, and involve the team in the transition process
 - D. Focus only on maintaining productivity and ignore team concerns
35. What is the best way to integrate a new team member?
- A. Let them figure it out on their own
 - B. Criticize them for any mistakes during their integration
 - C. Assign a mentor and provide a structured onboarding process
 - D. Give them all the challenging tasks to accelerate their learning
36. How should you handle a team member who consistently underperforms?
- A. Reassign their tasks to other team members
 - B. Ignore their underperformance and hope it improves
 - C. Provide constructive feedback, set clear expectations, and create a performance improvement plan
 - D. Publicly criticize them to motivate better performance
37. A team member is frequently distracted and unfocused. How should you address this?
- A. Publicly reprimand them to set an example
 - B. Assign them fewer tasks to reduce distractions
 - C. Discuss the issue privately, understand the reasons, and create a plan for improvement
 - D. Ignore their behavior and hope it improves
38. How do you manage a team member who frequently takes credit for others' work?
- A. Publicly reprimand them to set an example
 - B. Discuss the issue privately, set clear expectations for collaboration and recognition
 - C. Reassign their tasks to someone else to avoid conflict
 - D. Ignore their behavior as long as the work gets done
39. What is the best way to handle a high-priority task that conflicts with current team projects?
- A. Ignore the new task and focus on current projects
 - B. Criticize the team for not being able to handle multiple priorities
 - C. Reevaluate priorities, discuss with the team, and reallocate resources as needed
 - D. Reassign the task to yourself to ensure it gets done
40. Which of the following best describes working capital?
- A. Fixed assets minus long-term liabilities
 - B. Current assets minus current liabilities
 - C. Net income plus depreciation
 - D. Total assets minus total equity

41. A project requires expertise that your team currently lacks. What is your best course of action?
- A. Assign the project to another team without the necessary expertise
 - B. Cancel the project due to lack of expertise
 - C. Attempt to complete the project without the necessary expertise
 - D. Seek external help or provide training to the team
42. Which financial statement is most useful for evaluating a company's cash management?
- A. Balance sheet
 - B. Income statement
 - C. Statement of retained earnings
 - D. Cash flow statement
43. What is the primary purpose of a balance sheet?
- A. To show a company's profitability over time
 - B. To report cash inflows and outflows
 - C. To show a company's financial position at a specific point in time
 - D. To calculate annual taxes owed
44. Your company is launching a new product. What is the first step in creating a marketing strategy?
- A. Conduct market research to understand the target audience
 - B. Set a budget for marketing activities
 - C. Design promotional materials
 - D. Plan a launch event
45. Your marketing campaign is not performing well. What is your next step?
- A. Analyze the campaign data to identify areas of improvement
 - B. Ignore the performance and hope it improves
 - C. Increase the advertising budget
 - D. Cancel the campaign
46. A competitor has launched a similar product. How should you respond?
- A. Copy the competitor's marketing strategy
 - B. Highlight the unique features and benefits of your product
 - C. Ignore the competitor's product
 - D. Lower your product prices
47. Your target audience is not responding to your current campaign. What should you do?
- A. Conduct a focus group to gather feedback
 - B. Stop all marketing activities
 - C. Increase the budget for the current campaign
 - D. Reduce prices significantly

48. How can you effectively use influencer marketing?
- A. Partner with influencers who align with your brand values
 - B. Pay any influencer with a large following
 - C. Ignore influencer marketing as it is not reliable
 - D. Use influencers for one-time promotions only
49. What is the primary goal of a content marketing strategy?
- A. Sell products directly
 - B. Create engaging content that provides value to the audience
 - C. Increase website traffic
 - D. Generate quick sales
50. Your email marketing open rates are low. What action should you take?
- A. Stop sending emails
 - B. Change the subject lines and experiment with send times
 - C. Increase the number of emails sent
 - D. Ignore the open rates and focus on other metrics