Analysing Organizational Behaviour

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**Edited by
Mike Smith**

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Peter L. Wright, Richard S. Williams, Cary L. Cooper, Robin Martin,
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Acknowledgement

Grateful acknowledgement is made to my daughter, Julie, for her work in producing the index to this book.

Note to the reader. In the interests of clarity, the masculine form has been used throughout the book.

MIKE SMITH

Preface

This book is a direct descendant of *Introducing Organizational Behaviour* which was published in 1981. We were delighted and surprised that *Introducing Organizational Behaviour* soon established itself in the market and became one of the leading introductory texts on organizational behaviour. However, time takes its toll and slowly it became outdated. Consequently we were asked by Macmillan to produce a new introductory book.

We have tried to maintain the same objectives – to produce a clear and concise account of the main developments in the field. In the main, this has meant that we have focused on the major trends and eschewed some of the more peripheral developments. In the main, we have only given key references rather than bombarding the reader with all possible references. The book was completely revised and renamed *Analyzing Organizational Behaviour*. While keeping to a very similar framework, its scope was widened to include the topics of selection and training. In retrospect, their omission from *Introducing Organizational Behaviour* was unforgivable. Selection was probably the greatest growth area of the 1980s and training looks as though it will be the growth area of the 1990s. The authorship has also been widened to include teachers and researchers from outside the Manchester School of Management at UMIST. It is always sad to loosen ties with friends and colleagues but there is the advantage of including friends from other departments and benefiting from their wider range of expertise.

MIKE SMITH

Manchester School of Management

Multiple Choice Question Bank

Multiple choice tests are becoming a feature of assessment in many introductory courses in organizational behaviour because they offer the advantages of objectivity and ease of marking. However, the savings in marking time are usually offset by the chore of preparing lengthy question papers.

To remove this problem, a set of over several hundred multiple choice questions from the domain covered in this book are available to lecturers in educational institutions. The multiple choice questions consist of questions whose answers are contained in this book and also questions which students could reasonably be expected to find in wider reading.

The booklet of questions also provides some guidance on formatting the answer sheet plus a floppy disc (5.25") containing a program for marking the answers. The answers can be obtained from a file produced by an opscan reader or the file can be input by a data process operator keying in the answers.

The output of the program consists of two parts: an individual report for each student and statistics for the teacher.

The report for the student gives a standardized score for the whole test (parameters defined by the teacher) plus general indications of success in each subject area included.

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The booklet and program are only available to full-time teachers in recognized institutions. Orders must be official orders or on official headed letter paper. It must clearly state

the name and position of the person ordering the booklet. To meet the cost of producing the booklet and providing the disc a charge equal to two-thirds the current price (in sterling) of this book is made. Cheques should accompany the order and should be made out to 'UMIST'. Orders should include an A4 self-addressed envelope.

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