**LEARNING GUIDE**

**Directions:** Answer each of the following questions. Use a separate sheet of paper to record your   
responses.

**Objective A**

1. Describe production.

2. Describe each of the following components of production:

a. Inputs

b. Conversion processes

c. Outputs

3. Explain how production gives form utility to natural resources.

4. Why is production important?

**OBJECTIVE B**

5. What two decisions are made during production planning?

6. Describe the role of purchasing as a production activity.

7. Explain the differences between intermittent and continuous production.

8. Explain the differences among unit, batch, and mass production.

9. What three techniques are often used in mass production?

10. Describe the role of routing as a production activity.

11. Describe the role of scheduling as a production activity.

12. Describe the role of dispatching as a production activity.

13. Describe the role of follow-up as a production activity.