



ST. LAWRENCE HIGH SCHOOL
A JESUIT CHRISTIAN MINORITY INSTITUTION



Worksheet No. 10

Sub: Business Studies
Topic: Planning

Class XII

Date: 03.07.2020
Chapter – 3

Answer the following questions: (MCQ)

1. Before proceeding on any work which of the following should –

- a. Control
- b. Management
- c. Organisation
- d. Planning

2. Planning is concerned with deciding the course of action of the –

- a. Past
- b. Present
- c. Future
- d. None of these

3. The assumptions about future derived from forecasting and used in planning are known as –

- a. Planning Premises
- b. Freehold Premises
- c. Business Premises
- d. Corporate Premises

4. Goals, aims, purposes, missions and targets are also known as –

- a. Objective
- b. Strategies
- c. Policies
- d. Rules

5. Planning is a –

- a. Primary function
- b. Supplementary function
- c. Secondary function
- d. None of these

6. Planning includes –

- a. Objectives
- b. Policy
- c. Strategy
- d. All of these

7. Which of the followings is not a characteristic of planning?

- a. Planning is goal-oriented
- b. Planning is a mental process
- c. Planning is a pervasive function of management
- d. Planning involves taking actions to attain organizational goals.

8. Which one of the following planning lays down the overall objective, strategies and policies for the total enterprise?

- a. Corporate planning
- b. Divisional planning
- c. Unit planning
- d. Departmental planning

9. Which planning focuses on the specific functional areas of the business?

- a. Corporate planning
- b. Divisional planning
- c. Unit planning
- d. Departmental planning

10. Which planning focuses on day to day actions of work units?

- a. Corporate planning
- b. Divisional planning
- c. Unit planning
- d. Departmental planning

11. The process of planning does not involve –

- a. Determination of objectives
- b. Selection of the best possible course of action
- c. Control of activities
- d. Identification of alternative courses of action

12. Single use plans includes –

- a. Budget
- b. Strategy
- c. Programme
- d. All of these

13. Which one of the following is not an element of planning?

- a. Programme
- c. Policy

- b. Procedure
- d. Information

14. Which one of the following is a budget?

- a. Future course of action
- c. Future plan of using money and resources

- b. Future plan of action
- d. None of these

15. A city's policy concerning skateboarding on downtown sidewalks that provides guidance for police action would be considered under which type of plan?

- a. Standing
- c. Directional

- b. Contingency
- d. Single use

Debraj Chowdhury