



# ST. LAWRENCE HIGH SCHOOL



A JESUIT CHRISTIAN MINORITY INSTITUTION

## Answers of Worksheet No. 4

Sub: Business Studies

Class XII

Date: 06.05.2020

Topic: Nature and significance of Management (Contd.)

### Answer the following questions: (MCQ)

**1. Coordination is –**

- a. Function of management.
- c. An objective of management.

**b. The essence of management.**

- d. None of these.

**2. Who defined management as, “The art of knowing exactly what you want men to do and then see that they do it in the best and cheapest way”?**

- a. Henri Fayol.
- c. G.R. Terry.

**b. F.W. Taylor.**

- d. P.F. Drucker.

**3. The word PODSCORB was advanced by –**

- a. Henri Fayol.
- c. Harold Koontz.

**b. Luther Gullick.**

- d. P.F. Drucker.

**4. Which of the following is the first function of management?**

- a. Planning.**
- c. Controlling.

b. Organising.

- d. None of these.

**5. Which of the following is the last function of management?**

- a. Directing.
- c. Planning.

**b. Controlling.**

- d. Staffing.

**6. Function of management which is concerned with employing the right type of people and developing their skills through training is –**

- a. Organising.
- c. Planning.

b. Controlling.

**d. Staffing.**

**7. Which of the following functions are concerned with manpower, planning, recruitment, selection, training, and human resource development?**

- a. Planning and decision-making.

b. Organising.

- d. All of these.

**c. Directing.**

**8. Which one of the following is a step of controlling?**

- a. Assessing personnel required.
- c. Assessing environment.

**b. Taking corrective action.**

- d. Taking disciplinary action.

**9. Organising as a function of management involves deciding**

- a. What activities and resources are required
- c. Where will it be done

b. Who will do a particular task.

**d. All of the above.**

**10. The function of management related to grouping of activities to be carried out into departments and creating management hierarchy is –**

- a. Planning.
- c. Controlling.

**b. Organising.**

- d. Directing.

**11. This function of management relating to laying down the foundation for carrying out the other functions of management successfully is**

- a. Organising.

**c. Planning.**

b. Staffing.

- d. Controlling.

**12. Supervision, communication, motivation and leadership are the key elements of \_\_\_\_\_ function of management.**

**a. Directing.**

c. Planning.

b. Controlling.

d. Organising.

**13. This function of management related to placing the right person at the right job**

a. Organising.

c. Planning.

**b. Staffing.**

d. Controlling.

**14. It is a force that binds all the functions of management.**

a. Cooperation.

c. Planning.

**b. Co-ordination.**

d. Management hierarchy.

**15. Coordination is considered to be the essence of management because**

a. It is a common thread that runs through all the activities within the organisation.

b. It is implicit and inherent in all functions of the organisation.

c. It is a force that binds all the functions of management.

**d. All of the above.**

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