

# **SOBTIS PUBLIC SCHOOL**

## **WORKSHEET 1**

**CLASS : XII COM**

**SUBJECT : BUSINESS STUDIES**

**1. Do you mean by 'Personal Objectives' of management? Enumerate personal objectives of management.**

**2. Explain five functions of top-management.**

**3. Give any one social objective of management.**

**4. Name any two designations given to first line managers.**

HINT : Foremen and supervisors.

**5. Which force binds all other functions of management?**

HINT : Coordination

**6. What do you mean by Management Hierarchy?**

HINT : The chain of authority - responsibility relationships from top to bottom is called as management hierarchy.

**7. 'Management provides judgement and vision'. Explain?**

Ans. Management keeps adjusting to the complex and ever-changing external environment. It helps in decision making. As it visualizes the future and the right course of action for same, sound decisions become possible. Thus, its foresight provides judgment and vision.

**8. Why is management considered as a discipline?**

Ans. Discipline refers to a subject, the study of which can be organized and taught. Management is considered as a discipline because it is being continuously researched and studied. Also, it emphasis on knowledge, diversification, theory and practice, just like any other discipline.

**9. Mr. Kunal is working as the Finance Manager of XYZ Ltd. At what level of management is he working? State any two functions being performed by him?**

HINT : middle level