

WORKSHEET [B] BUSINESS STUDIES

CLASS 12

Chapter -DIRECTING

- Q1] Name the type of formal communication in which the persons of the departments, one at a higher position other at lower, communication with each other. Also state the problem which may arise in this type of communications.
- Q2] Name the type of written communication in which two departmental heads communicate with each other. Why is this type of communication reinsured?
- Q3] Amit and vikki are working in the same organization but in different departments. One day at lunch time vikki informed amit that due to computerization many people are going to be retrenched soon from the organization.
name, which type of communication of this. State any two limitations of this type of communication.
- Q4] There are some barriers in communications, which are concerned with encoding and decoding of message. State any three such barriers.
- Q5] There are some barriers in communications which are concerned with organizational structure and regulations. State any three barriers.
- Q6] There are some barriers in communication which are concerned with the state of mind of both the sender and the receiver. State any three such barriers.
- Q7] Name the process of exchanging ideas ,facts and information?
- Q8] Name the element of directing under which sub-ordinates share his views with his superior.

Q9] Which type of communication takes place between superior sub-ordinates in the office?

Q10] Name and explain the last steps of communication process.

Q11] Name the grapevine network in which an individual communicate with only those people whom he trusts?

Q13] the employees of TCS Ltd. have formed a dramatic group for their recreation. Name the type of an organization. Explain any three limitations of it.