

**EXAM PRACTICE**  
**Important Questions**Business Studies  
**Organising****Section A**

(1 mark each)

- Question 1.** How effective administration is possible through organising?
- Question 2.** Name the function of management which coordinates the physical, financial and human resources and establishes productive relations among them for achievement of specific goals.
- Question 3.** Name the organisation which is directed by group norms.
- Question 4.** What is meant by organisational structure?
- Question 5.** Difficulty in inter-departmental coordination is one of the limitations of which organisational structure.
- Question 6.** What is meant by Authority?
- Question 7.** What is the basis of delegation of authority?
- Question 8.** How effective management is possible through delegation of authority?

**Section B**

(3 marks each)

- Question 1.** What is functional organisational structure? Write two advantages of this structure.
- Question 2.** How is accountability related to authority? Explain.
- Question 3.** Why is it necessary to delegate authority? Give three reasons.
- Question 4.** State three steps in the process of organising.

## Section C

(4 marks each)

- Question 1.** Explain briefly any four features of formal organisation.
- Question 2.** The employees of Sachin Ltd. a software company, have formed a Dramatic group for their recreation. Name the type of organisation and state its three features.
- Question 3.** Distinguish between Formal and Informal organisation (any four points)
- Question 4.** A manager is of the view that he is not responsible for the quality of work that he has delegated to his subordinates. Do you agree?
- Question 5.** 'Delegation of authority provides the means whereby a manager multiples himself.' Comment.

## Section D

(6 marks each)

- Question 1.** Explain the importance of organising as a function of management.
- Question 2.** 'Formal organisation is considered better than informal organisation'. Do you agree with this statement? Give reasons.
- Question 3.** What is meant by Divisional structure of an organisation? Explain any two advantages and two limitations of it.
- Question 4.** 'Decentralisation is an optional policy'. Explain why an organisation would choose to be decentralised.
- Question 5.** Explain the meaning and process of delegation of authority.