

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

(1 mark each)

- Question 1.** Define planning.
- Question 2.** Explain Procedures.
- Question 3.** Define Rules.
- Question 4.** Write the meaning of Budgets.
- Question 5.** Write one difference between Policies & Procedure.
- Question 6.** One of the function of management is considered as base for all other functions. Name that function.
- Question 7.** Name the types of plan in which the movement of competitors is considered.
- Question 8.** "No Smoking in the Work shop". This statement is related to which type of plan.
- Question 9.** "We do not sell on credit". This statement is related to which type of plan.
- Question 10.** Write the meaning of strategies.
- Question 11.** What do you understand single use plan?
- Question 12.** What do you understand by standing plans?

**Section B**

(4 marks each)

- Question 1.** 'Planning is the heart of management'. How?
- Question 2.** Control is blind without planning'. How?

- Question 3.** How planning provides base to controlling?
- Question 4.** Write the difference between rules and policies.
- Question 5.** Write the difference between Policies & Procedures.
- Question 6.** XYZ Limited follows a standard procedure for recruiting Production Manager for its company. Which type of plan is it? Justify your answer.
- Question 7.** ABC Limited prepares budget for its Annual General Meeting for Financial Year 2013-14. What kind of plan is it? Justify your answer.

### Section C

(6 marks each)

- Question 1.** Explain any four types of plans.
- Question 2.** "In spite of best efforts of managers sometimes Planning fails to achieve desired result due to its limitation". Explain.
- Question 3.** "Planning keeps the organisation on the right path." In this reference explain the importance of planning.
- Question 4.** Differentiate between Single use plans and Standing plans.
- Question 5.** Explain the process of planning.