



INDIAN SCHOOL NIZWA - WORKSHEET

BUSINESS STUDIES

CH: 5 ORGANISING

Name: _____

Date: _____

Class: XII Sec: B

- 1 Define Organisation.
- 2 Grouping similar nature jobs into larger units called departments' is the second step in the process of one of the functions of management. Identify the function.
- 3 'Identifying and dividing the work' is the first step in the process of one of the functions of management. Identify the function.
- 4 Explain the steps involved in the process of organizing.
- 5 Explain the crucial role that organizing plays in any business enterprise.
- 6 What is meant by organization structure? Explain any one type of organization structure.
- 7 Distinguish between Divisional and Functional structures of organization.
- 8 Define functional structure and state its features.
- 9 Enumerate the merits and demerits of functional structure.
- 10 Under what circumstances would functional structure prove to be an appropriate choice?
- 11 Define divisional structure and state its features. Under what circumstances would divisional structure prove to be suitable?
- 12 Enumerate the merits and demerits if divisional structure.
- 13 What is meant by formal organization? State any five merits and demerits of formal organization.
- 14 What is meant by 'informal organization'? List the advantages of informal organization.
- 15 Distinguish between formal organization and informal organization.
- 16 What is meant by delegation of authority?
- 17 Delegation of authority has three important elements. Explain the elements.
- 18 Can an overburdened manager take help from his subordinates? How? Explain the three important things which he should keep in mind while taking such help.
- 19 "Authority can be delegated but responsibility cannot." Explain.
- 20 What is meant by Decentralization? State any four points of its importance for organization.
- 21 Explain why delegation of authority is important.



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- 22 Distinguish between delegation and decentralization.
- 23 Give any one point of difference between Centralization and Decentralization.
- 24 Decentralization is an extension of delegation. Do you agree? Why?
- 25 Explain the considerations to be kept in mind while building an organizational structure.
- 26 How does informal organisation support formal organisation?