INDIAN SCHOOL NIZWA

BUSINESS STUDIES WORKSHEET

CHAPTER 5. ORGANISING

DATE:_____ NAME: _____ CLASS:XII

Q. No.	Questions	Marks
1	Define Organisation.	1
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.	1
3	'Identifying and dividing the work' is the first step in the process of one of the functions of management. Identify the function.	1
4	Explain the steps involved in the process of organizing.	1
5	Explain the crucial role that organizing plays in any business enterprise.	1
6	What is meant by organization structure? Explain any one type of organization structure.	3
7	Distinguish between Divisional and Functional structures of organization.	3
8	Define functional structure and state its features.	3
9	Enumerate the merits and demerits of functional structure.	3
10	Under what circumstances would functional structure prove to be an appropriate choice?	1
11	Define divisional structure and state its features. Under what circumstances would divisional structure prove to be suitable?	6
12	Enumerate the merits and demerits if divisional structure.	4
13	What is meant by formal organization? State any five merits and demerits of formal organization.	4
14	What is meant by 'informal organization'? List the advantages of informal organization.	1
15	Distinguish between formal organization and informal organization.	3
16	What is meant by delegation of authority?	1
17	Delegation of authority has three important elements. Explain the elements.	1

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.	1
19	“Authority can be delegated but responsibility cannot.”Explain.	1
20	What is meant by Decentralization? State any four points of its importance for organization.	1
21	Explain why delegation of authority is important.	1
22	Distinguish between delegation and decentralization.	1
23	Give any one point of difference between Centralization and Decentralization.	5
24	Decentralization is an extension of delegation. Do you agree? Why?	1
25	Explain the considerations to be kept in mind while building an organizational structure.	3
26	How does informal organisation support formal organisation?	3