



Brain International School

Vikas Puri, New Delhi

REVISION SHEET

SUBJECT: BUSINESS STUDIES CLASS-XII

TERM 1

CHAPTER 1- NATURE AND SIGNIFICANCE OF MANAGEMENT

1. Anika Ltd. is able to achieve the target production of 5,000 units within the prescribed period. However, to achieve the target on time, additional ₹ 40,000 were paid as overtime wages to employees. Anika Ltd. is _____.
 - a) Neither effective nor efficient
 - b) Effective but not efficient
 - c) Efficient but not effective
 - d) Both effective and efficient
2. Morgo Ltd. has appointed the former Consulting executive of Maharaj Ltd. Mridul Meena as its Vice President. What will be his basic task?
 - i. To integrate diverse elements and coordinate activities of different departments.
 - ii. To carry out plans formulated by top managers.
 - iii. To oversee the efforts of the workforce.
 - iv. Help to maintain quality of output.
 - a) Option (d)
 - b) Option (a)
 - c) Option (b)
 - d) Option (c)
3. With the introduction of per second call plan by MTS (a leading mobile network Co.), most of the other cellular companies also started offering per the second plan, in order to survive and maintain their market share. Discuss the feature of management highlighted in the given case.
4. List any three tasks that Mr. Aditya needs to do, as a production manager, in his firm, to carry out the plans laid down by the top managers.
5. What is meant by Management? State any four functions of top level management.
6. A successful enterprise has to achieve its goals effectively and efficiently. Explain.

CHAPTER 2- PRINCIPLES OF MANAGEMENT

1. The principle which states that there should be good supervisors at all levels for the smooth and systematic working of an organization is:
 - a) Order
 - b) Equity
 - c) Discipline
 - d) Initiative

2. Which management expert is talked about mental revolution?

- a) Hamman
- b) Fisherman
- c) Taylor
- d) Fayol

3. According to Henri Fayol, if this principle of general management is violated, authority is undermined, discipline is in jeopardy, order disturbed and stability threatened. The principle is:

- a) Unity of command
- b) Authority and responsibility
- c) Equity
- d) Discipline

4. The application of principles of management is dependent upon the prevailing situation at a particular point of time'. State and explain the feature of management principle mentioned here.

5. What is the implication of 'Gang plank' in 'Scalar Chain'?

6. Explain how principles of management help the managers:

- a) In taking scientific decisions; and
- b) In providing the managers with useful insights into real world situations.

CHAPTER 3- BUSINESS ENVIRONMENT

1. **Assertion (A):** Passing of GST bill comes under Legal Environment.

Reason (R): It has reduced the disposable income of the households.

- a) Both A and R are true and R is the correct explanation of A.
- b) Both A and R are true but R is not the correct explanation of A.
- c) A is true but R is false.
- d) A is false but R is true.

2. Advance understanding of business environment will help in:

- a) Nothing
- b) Planning and Policy Formulation
- c) Privatisation
- d) Developing new principles of management

3. Environment provides both constraints and opportunities." Comment.

4. What do you understand by economic environment? List the main aspects of economic environment.

CHAPTER 4- PLANNING

1. While selecting an alternative under the planning process, which of the following are considered?
 - a) Combination of plans may be selected instead of one best course.
 - b) All of these
 - c) The most feasible, profitable plan with least negative consequences is chosen.
 - d) Subjectivity and manager's experience or judgment plays a role.
2. _____ is the type of plan which is time - bound and linked with measurable outcome.
 - a) Strategy
 - b) Budget
 - c) Rule
 - d) Policy
3. Differentiate between 'Policies' and 'Rules' as types of plans.
4. Differentiate between "Method" and Budget" as types of plans.
5. Planning is an important function of management. State any four reasons in favour of the statement.

CHAPTER 5- ORGANISING

1. Identify the type of organisation structure from the organisational chart given below of Bharat Industries Ltd. located in Kolkata:



- a) Informal organisation structure
 - b) Formal organisation structure
 - c) Functional structure
 - d) Divisional structure
2. Explain how effective delegation leads to: (i) Effective management; (ii) Employee development; and (iii) Better co - ordination.
 3. Name and explain the two steps in the process of organizing which come after 'Identification and division of work' and 'Departmentalization'.
 4. "Authority can be delegated but accountability cannot." Describe the statement.
 5. Describe the term 'Delegation' in management. Differentiate between 'Delegation' and 'Decentralisation' on the basis of (1) scope, (2) essentiality (3) significance, (4) control.
 6. What is meant by "Functional Structure" of an organisation? State any five advantages of this form of organizational structure.
 7. "Organising considered an important function of management". Explain briefly.

CHAPTER 6- STAFFING

1. A prerequisite for a successful & efficient recruitment programme is to have a:
 - a) Corporate policy
 - b) HR policy
 - c) Health policy

d) Recruitment policy

2. Identify and state the type of test in the selection process that measures the actual skills possessed by an employee.

3. Name and define the process in which candidates are eliminated at every stage and a few move on to the next stage till the right type of candidate is found.

4. Define 'off - the - job' training and explain the vestibule training?

5. Filling vacancies for various job positions from within the organisation has many limitations. State any four such limitations.

6. Explain the various steps in the Process of Staffing function of management.

CHAPTER 7- DIRECTING

1. Which of the following is the characteristic of leadership?

- a) Influencing Skills
- b) Knowledge
- c) Physical Features
- d) Integrity

2. Identify the style of leadership in which the superior uses force from within the groups in order to establish control.

- a) Authoritarian leadership
- b) Autocratic leadership
- c) Democratic leadership
- d) Laissez - faire leadership

3. Amit and Mikki are working in the same organization but different departments. One day at lunch time Mikki informed Amit that due to computerization many people are going to be retrenched soon from the organization. What kind of communication it is? Also write its limitations.

4. Explain any three measures to overcome the barriers to improve communication effectiveness.

5. Describe any six non - monetary incentives that are used to motivate the employees to improve their performance.

CHAPTER 8- CONTROLLING

1. When actual performance is better than the standard performance it is called _____.

- a) Poor Deviation
- b) Good Deviation
- c) Positive Deviation
- d) Negative Deviation

2. Which of the following headings does not highlight the importance of controlling function of management?

- a) Improving employees motivation
- b) Ensuring order and discipline

c) Initialising action by people in the organisation

d) Making efficient use of resources

3. Name the principle that a manager should consider while dealing with deviations effectively. State any one situation in which an organisation's control system loses its effectiveness.

4. The Finance Manager of XYZ Ltd prepared a variance analysis report for the management to explain the difference between planned profit and actual profits. Identify and explain the step in the process of controlling highlighted here.

5. How does controlling helps in judging accuracy of standards and ensuring order and discipline?

6. Define Controlling. Explain the relationship between planning and controlling functions of management.

CHAPTER 11- MARKETING MANAGEMENT

1. Describes the product and specify its contents is the function of:

- a) Advertising
- b) Sales promotion
- c) Labelling
- d) Branding

2. The marketing function which includes plan for increasing the level of production, promotion of the products, etc. and specifies the action programmes to achieve these objectives is:

- a) Marketing planning
- b) Gathering and analysing market information
- c) Product designing and development
- d) Pricing of the product

3. Explain market planning, product designing and development as functions of marketing.

4. State the meaning of 'Product Promotion' function of packaging.

5. Distinguish between convenience products and shopping products.

6. What are industrial products? How are they different from consumer products? Explain.

7. What is the marketing concept? How does it help in the effective marketing of goods and services?

8. Explain the following factors affecting Price determination :

- a) Product Cost
- b) The Utility and Demand
- c) Extent of Competition in the market