

CBSE GUESS
BUSINESS STUDIES PART –A [60 MARKS]

1. Management is regarded as an art.” Do you Agree? Explain the reasons.
2. Give any two functions of middle level management.
3. Name any two activities undertaken at the top level management.
4. “Coordination is needed at all levels of management”. Explain this statement briefly.
5. State any three reasons as to why proper understanding of management principles is necessary.
6. Explain the principle of scalar chain and gangplank.
7. Briefly explain the principles of scientific management given by Taylor.
8. Explain functional foremanship as a technique of scientific management. Illustrate it with the help of a diagram.
9. Explain any five techniques which facilitate application of the principles of scientific management.
10. What is meant by ‘political environment’ of business?
11. ‘Equal pay for equal work for male and female workers’ refers to an example of a key component of general environment of business. Name and explain the component.
12. Explain any five negative impacts of liberalisation and globalisation on business and industry in India.
13. What is planning? Explain its features.
14. ‘Planning provides the basis of control’. Explain briefly.
15. ‘No enterprise can achieve its objectives without systematic planning.’ Do you agree with this statement? Give any five reasons in support of your answer.
16. Describe the steps in planning process.
17. Enumerate briefly six limitations of planning.
18. Explain the steps involved in the process of organising.
19. What is meant by organising as a process? Explain any four points highlighting the importance of organising.
20. What is meant by ‘functional structure’ of an organisation? Explain any two of its advantages and disadvantages.
21. What is meant by ‘Divisional structure’ of an organisation? Explain any two of its advantages and two limitations.
22. Briefly explain the elements of delegation of authority.
23. What is meant by ‘decentralisation of authority’? Explain any four points why is decentralisation of authority important.
24. What is meant by staffing? Explain briefly its needs and importance.
25. Describe briefly the steps involved in the process of staffing.
26. Distinguish between internal and external sources of recruitment on the basis of economy, quality of recruitment and time involved.
27. Briefly describe the steps taken in the selection of personnel.
28. Explain the term ‘training’. Why is training needed in an organisation? Give any four reasons.
29. Explain briefly the following methods of training the workers:
 - Apprenticeship programme
 - Vestibule training
 - Job rotation
 - Internship training
30. Define the term ‘directing’, ‘supervision’, motivation.

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31. 'the total performance of an organisation depends a great deal on the functioning of supervisor.' In the light of this statement, explain the functions of a supervisor in an organisation.
32. Explain any four monetary incentives.
33. Define the term 'leadership'. "all managers are leaders, but all leaders are not managers." Do you agree with this statement? Give any three reasons in support of your answer.
34. What do you mean by grapevine? Explain two types of grapevine along with diagram.
35. Explain the term 'communication'. How does formal communication differ from informal communication?
36. Explain any three barriers to communication. Explain 'credibility of source' as a barrier to effective communication.
37. What is meant by controlling? Explain any four points of importance of controlling.
38. 'There is a close and reciprocal relationship between planning and controlling. Explain the statement through an example.
39. Discuss the various steps involved in the process of control.
40. What is meant by 'Budgetary control'? state its four advantages.

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