

BOSTON PUBLIC SCHOOL

CLASS-XII

SUBJECT-BUSINESS STUDIES (054)

WORKSHEET 2024-25

CHAPTER-1

NATURE AND SIGNIFICANCE OF MANAGEMENT

1. Define Management.
2. Name any two important characteristics of Management.
3. Why is management consider pervasive?
4. Define the term coordination.
5. State any three function of top level management.
6. Explain the nature of management.
7. Discuss the need of coordination in management.
8. Why is a management considering as a multi-dimensional function?

CHAPTER-2

PRINCIPLES OF MANAGEMENT

9. Explain the principles of 'scalar Chain' and 'Gang prank'.
10. How Principal of 'unity of command' is used for management? Explain briefly.
11. Define scientific management. State any three of its principles.
12. Explain any four points regarding significance of principles of management.
13. Explain the following principles of management by the Fayol with examples:
 - a) Unit of direction
 - b) Equity
 - c) Esprit De Crops
 - d) Order
 - e) Centralisation and decentralization
 - f) Initiative
14. Explain the technique of 'Functional Foremanship' and the concept of 'Mental Revolution' associated by Taylor.

15. Discuss the following technique of scientific work study:

- a) Time study
- b) Motion study
- c) Fatigue study
- d) Method study
- e) Standardizations and simplification of work.

16. Discuss the relevance of Taylor and Fayol's contribution in the temporary lesson environment.

CHAPTER-3
BUSINESS ENVIRONMENT

17. Define technical environment.

18. What do you understand by business environment

19. Mention the various dimensions of business environment.

20. Define environment scanning.

21. How is economic environment different from social environment?

22. Explain three impact of change in government policy on dimensions and industries.

23. Do changes in environment influence the business decision?

24. Difference between economic and non-economic environment.

CHAPTER-4
PLANNING

25. What is meant by single use plan?

26. State any two types of plan?

27. Why are rules considered to be plan?

28. Do you think Planning can work in a changing environment?

29. What are the main features to be considered by the management while planning?

30. How does planning provide Direction?

31. What are the main points in the definition of planning.

32. What is meant by 'rule's as standing plans.

CHAPTER-5
ORGANISING

33. Define Organising
34. Discuss the element of delegation.
35. Why delegation is considered essential for effective organization?
36. What is divisional structure discuss its advantages and limitations?
37. What does the term 'span of management'?
38. What are the steps in the process of organising?
39. What would be the effect of delegation of work?
40. Difference between formal and informal organisation on the basis of purpose.

CHAPTER-6
STAFFING

41. What is meant by recruitment how is it different from selection?
42. Define Training. How is it different from education?
43. Explain the procedure for selection of employees.
44. Difference between training and development.
45. What is meant by organisation of the employees?
46. What is meant by employee development?
47. What is job rotation?
48. Explain briefly any four purposes of training?

CHAPTER-7
DIRECTING

49. Define motivation.
50. What is supervision?
51. State various principles of directing.
52. Explain in detail any three features of motivation.
53. Explain meaning of formal communication.
54. Explain Maslow's Need Hierarchy theory.
55. Explain the role and responsibilities of a leader. How does a leader influence the behaviour of other members?

56. "Money is the only motivators" Do you agree with this statement?

CHAPTER-8
CONTROLLING

57. What do you mean by Deviation's?

58. Explain the importance of controlling.

59. Explain the various step involved in the process of control.

60. Explain the meaning of strategic control and operational dimensions of control.

61. Explain the relation between planning and controlling.

62. Explain the technique of Management and control.

63. Planning is an Empty exercise without controlling. Explain the statement throw on example.

64. Give two example of qualitative standard set up in controlling process.

CHAPTER-9
FINANCIAL MANAGEMENT

65. What is mean by financial management?

66. What is financial risk and how does it arise?

67. What do you mean by management of fixed capital?

68. What do you mean by dividend decision?

69. What are the main objectives of financial management?

70. What is meant by working capital?

71. What is the dividend decision treated as an individual decision?

72. Define current assets.

CHAPTER-10
FINANCIAL MARKET

73. What are the functions of Financial Market?

74. What are the methods of floatation in primary market?

75. Define new issue market.

76. Describe money market.

77. What do you mean by treasury bills?

78. What are the functions of stock exchange?

79. What is REPO and reserve REPO?

80. What are the objectives of SEBI?

CHAPTER-11

MARKETING MANAGEMENT

81. What is marketing?

82. What is the Social concept of marketing?

83. What are mean by the labelling?

84. Define a product.

85. What is a Trade mark?

86. What are packaging called silent salesman?

87. What is role of consumer in present day concept of marketing?

88. What do you mean by 'channel of distribution'? Explain.

CHAPTER-12

CONSUMER PROTECTION

89. Why is consumer protection required in India?

90. What are the silent features of consumer protection act?

91. What are the responsibilities of a consumer?

92. Explain the need of consumer protection.

93. Which types of complaints can we lost by the consumer?

94. Who is a consumer?

95. Explain all the rights of consumer.

96. What risk what kind of causes can be filled in a state Commission?