

INTERNATIONAL INDIAN SCHOOL BURAIDAH

WORKSHEET-2

Chapter-2 & 3

PRINCIPLES OF MANAGEMENT & BUSINESS ENVIRONMENT

CHOOSE THE CORRECT ANSWER

1. **Assertion (A):** One of the major contributions of FW Taylor is the 'Piece Rate System'.
Reason (R): He has also published various books and research papers on Industrial Organisation and Management.
 - 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. **Assertion (A):** Unity of Command means **One unit on one Plan**.
Reason (R): The Principle of Unity of Command reduces the chances of ego clashes among superiors and leads to more effective working.
 - 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.
3. State True or False:
4. i) Fayol is known as the father of scientific management. a.True b. False
ii) Functional foremanship propounded by Taylor is based on principle of division of work. a.True b.False
5. Fill in the blanks:
 - i. _____ study seeks to eliminate wasteful and unnecessary movements so that it takes less time to complete a job efficiently.
 - ii. The objective of _____ suggested by Taylor is to increase the efficiency of workers by selecting standard tools and equipment and maintaining standard working conditions.
6. Match the following:

(a) Taylor's principles are concerned with	(i) Function of managers
(b) Taylor laid great emphasis on	(ii) Management efficiency
(c) Fayol's principles are concerned with	(iii) Worker's efficiency
(d) Fayol laid great emphasis on	(iv) Standardisation of work

VERY SHORT ANSWER TYPE QUESTIONS (1 MARK)

1. How are management principles derived?
2. Give anyone difference between Principle and Technique..
3. What is meant by 'Universality of management principles'?
4. The principles of management aren't rigid and can be modified when the situation demands. Which nature of principles is being discussed here?
5. Define scientific management.
6. List any two principle of 'Scientific Management' formulated by Taylor for managing an organization scientifically.
7. Factory owners or managers relied on personal judgment in attending to the problems they confronted in the course of managing their work. Which principle of Taylor is it referring to ?
8. What do you mean by Mental Revolution?
9. Principle of cooperation, not individualism, is an extension of which principle given by Fayol?
10. What is the aim of Method study?
11. What is the aim of doing motion study?
12. What is the purpose of time study?
13. Name the techniques of Taylor which is the strongest motivator for a worker to reach standard performance..
14. The directors of XYZ limited, an organization manufacturing computer, want to double the sales and have given the responsibility to the sales manager. The sales manager has no authority either to increase sales expense or appoint new salesmen. Hence, he could not achieve this target.Identify the principle violated in this situation.
15. A company manufacturing motorcycles and cars should have separate divisions for both, headed by separate divisional managers, separate plans and resources. Identify the principle with the help of this example.

SHORT ANSWER TYPE QUESTIONS

1. What do you mean by management principles?
2. How are management principles derived?
3. Give three points reflecting the nature of management principles.
4. "Principles of management achieve results economically." Explain?
5. Define scientific management and name any three of its principles.
6. Explain the objectives of standardization.

7. Which technique of Taylor suggests that each worker should be supervised by specialists? Give the designations of any four specialistssuggested by him.
8. ‘Discipline is double-edged tool’ Comment.
9. Explain the principle of unity of direction
10. An organization follows the principles of management. What are the adverse effects of each of the following principles of management on the organization?
 - (i) Unity of Command
 - (ii) Order
 - (iii) Stability of tenure of personnel.
11. Explain how principles of management
 - i) Help the managers in taking scientific decisions
 - ii) Provide the managers with useful insights into real world situations

LONG ANSWER TYPE QUESTIONS

1. Explain the nature of management principles.
- 2) Explain the importance of management principles.
3. Taylor's principles of scientific management and Fayol's principles of management are mutually complementary." Do you agree with this view? Give any four reasons in support of your answer.
- 4.Explain the technique 'Functional Foremanship'.

Ch-03 Business Environment

Very Short Answer Questions

- Q1. Which environment prohibits the advertisement of alcoholic beverages?
- Q2. Banking sector reforms have led to easier credit terms and better services. This is an example of a key component of the “Business Environment “name this component?
- Q3. ‘Demand for reservation in jobs for minorities refers to an example of key component of general environment of business. Name this component.
- Q4. “The understanding of business environment enables the firm to identify opportunities”. What is meant by opportunities here?
- Q5. In the year 2006, Centre for Science and Environment (CSE) claimed to have found pesticides in Pepsi Co and Coco Cola soft drink 50 times more than permissible health limit- These companies sales being adversely affected in that year”. This is the effect of which environment?

Short Answer Questions

- Q1. What do you understand by legal environment? Give two examples which protect ‘consumer’s interests’.
- Q2. With change in the consumption habit of people, Neelesh, who was running a sweet shop shifted to chocolate business. On the eve of diwali he offered chocolate in attractive packages at reasonable price. He anticipated huge demand and created a website chocolove.com for taking order online. He got lot of orders online and earned huge profit by selling chocolates. Identify and explain the dimensions of business environment discussed in the above case.
- Q3. State the difference between general and specific forces (environment) with examples.
- Q4 The understanding of business environment enables the firm to identify opportunities and threats. What do opportunities and threats means here?
- Q5. Explain dynamic nature and uncertainty as features of business environment.
- Q6. Lately many companies have planned for significant investment in organised retailing in India. Several factors have prompted their decision in this regard- customer income is rising. People have developed a taste for better quality products even though they may have to pay more. The government permitted cent percent foreign direct investment in some sectors of retailing.Identify the change in business environment under different dimension quoting the line from the above para.
- Q7. Mr. Ajay after completing MBA from USA comes to India to start a new business under the banner Ecom creations Ltd. He launches a new product in e-learning for senior secondary school students in commerce stream, which already has an established market in UK and USA but not in India. His business starts flourishing in India. Now more Indian companies entered into the market with other subject also. Identify and quote the line from above para which highlight the significance of understanding business environment.

Long Answer Questions

- Q1. Ultra paint co. which is manufacturing paints had been enjoying a prominent market position as it is manufacturing best quality paints made timely payment of taxes to government. It assembled various inputs like finance, machines, raw materials, etc. form

its environment but since last year it has been dumping its untreated poisonous waste on the river bank which has created many health problems for the people. As a result, the court passed an order to seal the manufacturing unit of the company.

(a) State the importance of business environment highlighted quoting the line from the above case. (b) Identify any two dimension of business environment mentioned in above case by quoting line from it. (c) State any two values which have been overlooked by the company?

2. Explain the importance of business environment?

3. Explain different dimensions of business environment?

4. Explain the concept and features of demonetization?

1. **Assertion (A):** Social Environment has a great impact on business in the long run.
Reason (R): Increase in the sale of sweets during festivals is due to the change in Social Environment.

- 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. **Assertion (A):** Specific Forces affect the business enterprises only indirectly.

Reason (R): Suppliers, Investors, and Customers are examples of Specific Forces.

- 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.

3. State True or False:

a. Disinvestment means investment in different sectors. a. True b. False

4. The environment is a _____ phenomenon that is relatively easier to understand in parts but difficult to grasp in its totality.

b. Colour television has wiped out the market for black and white television. It is an example of _____ environment.

5. Match the following:

(a) It affects business enterprises directly and immediately in their day to day working	(i) General forces
(b) All the components of business environment are interdependent	(ii) Uncertainty
(c) It affects all the business enterprises and affects individual firms only indirectly	(iii) Specific forces
(d) No one can predict business environment 100% accurately	(iv) Inter-relation