

Worksheet for the Academic Year 2026-27

SUBJECT: BUSINESS STUDIES

CHAPTER-5(ORGANISING)

Multiple choice questions:

- Q1.** "Planning helps the management to anticipate the future and prepare for the risks by making necessary provisions." It indicates which one of the merits of planning?
- a.Planning promotes innovative ideas b. Planning facilitates decision - making
c.Planning reduces risks of uncertainly d. Planning establishes standards for controlling
- Q2.** As the head of a financial consultancy firm, Mohit formulates the objectives for the whole year for the firm. The departmental managers on the other hand prepare the plans for their respective departments. The feature of planning being described in the given lines is _____.
- a. Planning is futuristic
b. Planning is goal - oriented
c. Planning is pervasive
d. Planning is a mental exercise
- Q3.** Which of the following is not an advantage of planning?
- a.Uniformity of action
b. Reducing risk and uncertainties
c. Preventing misunderstandings and conflicts
d. Flexibility of working
- Q4.** It requires application of mind involving foresight, intelligent imagination and sound judgement. Which feature of planning is being highlighted?
- a. Planning is pervasive b. Planning is a mental exercise
c. Planning is futuristic d. Planning involves decision-making
- Q5.** Match the following by choosing the correct option –

Column I	Column II
a. Anticipate Changes	i. Planning.
b. Planning decides in advance how work is to be done	ii. Reduce the risk of uncertainty.

c. Establishes standards for controlling	iii. Promotes innovation
d. Planning encourages new ideas.	iv. Provides directions

a. a. i, b. ii, c. iv, d. iii

b. a. ii, b. iv, c. i, d. iii

c. a. iii, b. iv, c. i, d. ii

d. a. iii, b. iv, c. ii, d. i

Q6. Sushmita is planning to start an online coaching centre. She wants to introduce innovative teaching techniques especially for slow learners. Therefore, she is constantly interacting with parents and encouraging them to share their ideas. This will make her aware of more alternatives. The step of planning being described in the given lines is _____.

a. Selecting the best course of action

b. Identifying alternative courses of action

c. Evaluating the courses of action

d. Follow up action

Statement, Assertion - Reasoning type questions:

Q7. Read the following statement Assertion(A) and Reason (R). Choose one of the correct alternative given below.

Assertion (A) : If target of a company is to produce 12,000 cars per year, then company must ensure that at least 1,000 cars are produced per month.

Reason (R) : It is necessary because follow up action is the last step of planning process that requires monitoring of plans to ensure that objectives are achieved on time.

a. Both Assertion (A) and Reason (R) are correct.

b. Assertion (A) is wrong but Reason (R) is correct.

c. Assertion (A) is correct but Reason (R) is wrong.

d. Both Assertion (A) and Reason (R) are wrong.

Q8. Read the following statement carefully and choose the correct alternative:

Statement I : Planning seeks to bridge the gap between where we are and where we want to go.

Statement II : Planning involves setting objectives and developing appropriate course of action to achieve these objectives.

a. Both the statements are true.

b. Both the statements are false.

c. Statement I is true, Statement II is false.

d. Statement I is false, Statement II is true.

Subjective type questions:

Q9. Why is planning prerequisite for controlling?

Q10. "Planning will be a futile exercise if it is not implemented." How?

Q11. Though a budget is a control device from which deviations can be taken care of, yet it comes under planning. Why?

Q12. Why is it that organization are not always able to accomplish all their objectives?

Q13. 'Though planning is an important tool of management, yet it is not a remedy for all types problems.' Do you agree? Give reasons to support your answer.

Case based type question:

Q14. Saurabh decides to start a chocolate manufacturing business. He set the target of earning 10 % profit on sales in the first year. As a good businessman, he was concerned about the future of the business, which was uncertain. He gathered information that the demand for chocolate is increasing day by day. He used this information as the base for future planning and shared it with

his team. On the basis of the gathered information, he scheduled a meeting in the following week to find innovative ways to achieve the objectives

i. Which function of management is mentioned above. Explain?

ii. List the first two steps, which have been followed by Saurabh that are related to the process of one of the functions of management.

Answer the following questions:

Multiple choice questions

- Q1.** In order to make the 'Annual Day' of the school a successful event, the Headmistress of the school segregated all the activities into task groups each one dealing with a specific area. For instance, decorations, refreshments, backstage support, etc. Each group was put under the charge of one teacher. identify the function of management performed by the Headmistress by dividing the activities and assigning the duties?
- a. Planning
b. Organising
c. Staffing
d. Directing
- Q2.** "It refers to the right of an individual to command his subordinate and to take action within the scope of his position." Which element of delegation is being referred to in the given statement?
- a. Accountability
b. Responsibility
c. Authority
d. Delegation
- Q3.** _____ is the process by which the manager brings order out of chaos, removes conflict among people over work or responsibility sharing and creates an environment suitable for teamwork.
- a. Planning
b. Organising
c. Staffing
d. Controlling
- Q4.** Authority flows _____ and accountability flows _____.
- a. upwards, downwards
b. downwards, upwards
c. upwards, sideways
d. sideways, downwards
- Q5.** Which of the following importance of organising reduces the workload as well as enhances productivity?
- a. Clarity in working relationships
b. Benefits of specialisation
c. Adaptation of change
d. Effective administration
- Q6.** Match the steps in the 'process of organising' in Column I with the appropriate 'explanation' in Column II –

Column I	Column II
a. Identification and division of work.	i. Allocating jobs to the members of each department.
b. Departmentalisation	ii. Creation of accountability
c. Assignment of duties	iii. Grouping similar activities together.
d. Establishing authority and reporting relationship.	iv. Avoiding duplication of work and sharing burden

a. a. ii, b. iii, c. iv, d. i

b. a. i, b. iii, c. iv, d. ii

c. a. iv, b. iii, c. i, d. ii

d. a. iii, b. ii, c. iv, d. i

Statement, Assertion - Reasoning type questions:

Q7. Read the following statement Assertion(A) and Reason (R). Choose one of the correct alternative given below.

Assertion (A) : In an organisation, sales and advertisement activities are grouped under marketing department.

Reason (R) : This is because organising calls for departmentalisation as it facilitates specialisation.

- a. Both Assertion (A) and Reason (R) are correct.
- b. Assertion (A) is wrong but Reason (R) is correct.
- c. Assertion (A) is correct but Reason (R) is wrong.
- d. Both Assertion (A) and Reason (R) are wrong.

Q8. Read the following statement carefully and choose the correct alternative:

Statement I : Decentralisation is a compulsory act of the top management.

Statement II : The purpose of decentralisation is to increase the role of the subordinates in the organisation by giving them more autonomy.

- a. Both the statements are true.
- b. Both the statements are false.
- c. Statement I is true, Statement II is false.
- d. Statement I is false, Statement II is true.

Subjective type questions:

Q9. Besides 'Effective management' and 'Employee development', delegation helps the organization in different ways. Enumerate any two such ways.

Q10. Can a large sized organization be totally centralized or decentralized? Give your opinion.

Q11. What is meant by Functional Structure of an organization? State its any two advantages.

Q12. Organising involves a series of steps that need to be taken in order to achieve the desired goals. Explain the steps.

Q13. Explain 'Authority', 'Responsibility' and 'Accountability' as elements of delegation.

Case based question:

Q14. A company is manufacturing sewing machines set up in 1946 follows formal organization structure. It is facing a lot of problems such as delay in decision making. As a result, it is not able to adapt to the changing business environment. The work force is also not motivated, there is problem of red tapism and employees' turnover is high.

- i. Advise the company with regard to change it should bring about in its organization structure to overcome the problems faced by it.
- ii. Give reasons in terms of benefits it will derive from the changes suggested by you.
- iii. In which sector can the company diversify keeping in mind the declining market for the product the company is manufacturing?