

St. Mary's School, Dwarka
Holiday Homework
Class XII
Subject: Business Studies
Week 2
Worksheet 2

No. of questions: 10

M.M: 25

- Q.1 How does management increase efficiency? 1
- Q.2 Management is as it can't be seen but its effects can be felt in the form of results like whether the objectives are met and whether people are motivated or not and there is orderliness and co-ordination in the work environment. 1
- (a) Intangible force (b) Tangible force
(c) Internal force (d) External force
- Q.3 Rajiv explains the policies of superiors to the employees and ensures a touch of co-operation among all the departments. At which level of management was he working? 1
- (a) Top level management (b) Middle level management
(c) Lower level management (d) None of these
- Q.4 The practice of management is unique in nature. However, managers can work better if their practice is based on the principles of management. These principles constitute the core of management. Which aspect of management is highlighted in aforesaid statement? 1
- (a) Management as a science (b) Management as an art
(c) Management as a science and an art (d) Management as a profession
- Q.5 Mega Ltd.' was manufacturing water-heaters. In the first year of its operations, the revenue earned by the company was just sufficient to meet its costs. To increase the revenue, the company analysed the reasons of less revenue. After analysis the company decided:
(i) To reduce the labour cost by shifting the manufacturing unit to a backward area where labour was available at a very low rate. (ii) To start manufacturing solar water-heaters and reduce the production of electric water heaters slowly. This will not only help in covering the risks, but also help in meeting other objectives too.
(a) Identify and explain the objectives of management discussed above. 3
- Q.6 Three teams of employees of Core Project Ltd. are working at different positions:
(a) Team X is responsible for survival and growth of organisation. Team X continuously keeps a watch over the business environment with a view of coping with the changes in the business environment. Team X immediately discusses the change to be brought about in company's plan.
(b) Team Y explains the policies of superiors to the employees and ensures a touch of cooperation among all the departments.
(c) Team Z is responsible for maintaining quality and safety standards and minimize the wastage. Identify the levels of management of Core Project Ltd. at which different teams are designated, by quoting relevant lines. 3
- Q.7 After every three months, Mr. Peter, sales manager, offers new trade promotion schemes to its distributors. He plans to introduce new varieties of products keeping in mind the needs of a customer and promotional schemes from his competitors. This gives him an added advantage over his competitors. Identify which characteristic of management is reflected in above situation? Explain it briefly. 3
- Q.8 Giving suitable reason identify in following situations whether the manager is effective, efficient, both or neither.
(a) Mr. Allen drafted a well-documented and factual report on the financial performance of the company but he could not present it in the board meeting as he could not complete it on time.

(b) Mr. Albert of Fast couriers assured to deliver an urgent consignment of its regular customer Mr. Alex on 5 April, 2019 and charged extra money from Mr. Alex. But the consignment was delivered on 7 April, 2019. 3

- Q.9 Hema is one of the most successful managers of her company, 'Kobe Ltd'. She uses her creativity and initiative in handling challenging situations at work. The knowledge gained by her during her student days at a renowned management institute as well as through her observation and experience over the years is applied by Hema in a skillful manner in the context of the realities of a given situation. She often reads books and other literature in various fields of management to keep her knowledge updated. (a) An aspect of the nature of management is being highlighted in the above description. Identify the aspect. 4
- Q.10 (b) Explain any three features of the aspect identified in part (a). 4
- Dheeraj is working as “Operations Manager” in Tifco Ltd. Name the managerial level at which he is working. State any four functions he will perform as “Operations Manager” in this company. 5

