

## Functions of Management TEST 1

12th Standard

Commerce

15 x 1 = 15

- 1) Which is the primary function of management?  
(a) Innovating (b) Controlling (c) Planning (d) Decision-making
- 2) Distribution of work in groupwise or sectionwise is called as \_\_\_\_\_  
(a) Co-ordinating (b) Controlling (c) Staffing (d) Organising
- 3) Management functions are called as  
(a) Managerial Process (b) Cyclical Process (c) Psychological Process (d) Accounting Process
- 4) Consumers are satisfied through  
(a) coordination (b) motivation (c) innovation (d) representation
- 5) Which among the following is not a subsidiary function of management?  
(a) Communication (b) Innovation (c) Motivation (d) Decision-making
- 6) Planning, organising, directing and controlling are the  
(a) Functions of management (b) Goals of management (c) Results of management (d) All of the above
- 7) Which of the following would be included in the "Controlling function"?  
(a) Measuring results against corporate objectives (b) Explaining routines (c) Setting standards (d) Giving assignments
- 8) An outline of the fundamental purpose of an organisation is called its  
(a) Mission statement (b) Objectives (c) Policy (d) All of the above
- 9) Empowerment is related to  
(a) Planning (b) Organizing (c) Directing (d) Controlling
- 10) 

List I		List II	
i) Planning	1) Right persons		
ii) Organising	2) Organisation goals		
iii) Staffing	3) Creation of network		
iv) Directing	4) Deciding in advance		

(a)

	(i)	(ii)	(iii)	(iv)
(a)	1	2	3	4

(b)

	(i)	(ii)	(iii)	(iv)
(b)	4	3	1	2

(c)

	(i)	(ii)	(iii)	(iv)
(c)	2	3	1	4

(d)

	(i)	(ii)	(iii)	(iv)
(d)	3	4	2	1
- 11) Functions of management can be classified into \_\_\_\_\_ categories.  
(a) two (b) three (c) four (d) five
- 12) \_\_\_\_\_ refers to placement of right persons in the right jobs.  
(a) Directing (b) Planning (c) Controlling (d) Staffing
- 13) The goals are achieved with the help of \_\_\_\_\_  
(a) Motivation (b) Innovation (c) Representation (d) Communication
- 14) \_\_\_\_\_ is the transmission of human thoughts, views or opinions from one person to another person.  
(a) Communication (b) Innovation (c) Representation (d) Motivation
- 15) \_\_\_\_\_ helps the regulation of job and co-ordinates the activities.  
(a) Innovation (b) Communication (c) Representation (d) Motivation

4 x 2 = 8

16) Write a short note about Planning.

- 17) What is meant by Controlling?  
18) List the subsidiary functions of management  
19) How can you classify the managerial functions?

4 x 3 = 12

- 20) What is meant by Innovation?  
21) State the importance of staffing.  
22) What are the main duties of a manager?  
23) 'Selection is a negative Process'. Do you agree?

1 x 5 = 5

- 24) Explain the primary functions of management OR secondary functions of Management

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