

**BHARATIYA VIDYA BHAVAN'S V.M.PUBLIC SCHOOL, VADODARA**  
**SESSION 2017-18**  
**Question Bank**

Class : XII Commerce

Subject : Business Studies

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**Chapter -7**  
**Directing**

- Q..1 It is concern with instructing, guiding and inspiring people in the organizations achieve its objectives. Name it.
- Q..2 Every manager from top executive to supervisor performs the functions of directing. Which characteristics of directing are referred here.
- Q..3 It take place throughout the life of the organization irrespective of people occupying managerial positions. Mention the characteristic of directing high lighted here and also explains two more characteristics.
- Q..4 “Directing is the least important functions of management”. Do you agree with this statement? Give any two reasons in support of your Answer.
- or
- “Directing is not at all reinsured in an organization” do you agree? Give any two reasons in support of your Answer.
- Q..5 “A supervisor is not at all reinsured in an organization” do you agree? Give any three reasons in support of your Answer.
- or
- “The post of supervisor should be abolished in the hierarchy of managers”. Do you agree? Give any three reasons in support of your Answer.
- Q..6 It means overseeing the subordinates at work. Which element of directing is referred to?
- Q..7 Supervisor acts as a link between workers and management. How?
- Q..8 Which element of directing helps in inspiring subordinates to give their best to the organization. Explain any three points of importance of this element.
- Q..9 Under these incentives schemes employees are offered company shares at a set price which is lower than market. Which incentive scheme is mentioned here? Also explain three more financial incentives.
- Q..10 To satisfy the social and psychological needs which type of incentives are needed? Explain four types of such incentives.
- Q..11 It is defined as the process of influencing other people to work willingly for group objectives. Mention this element of directing.
- Q..12 Name the type of formal communication in which the persons of the departments, one at a higher position other at lower, communication with each other. Also state the problem which may arise in this type of communications.
- Q..13 Name the type of written communication in which two departmental heads communicate with each other. Why is this type of communication reinsured?
- Q..14 Amit and vikki are working in the same organization but in different departments. One day at lunch time vikki informed amit that due to computerization many people are going to be retrenched soon from the organization. name, which type of communication of this. State any two limitations of this type of communication.
- Q..15 There are some barriers in communications, which are concerned with encoding and decoding of message. State any three such barriers.

- Q..16 There are some barriers in communications which are concerned with organizational structure and regulations. State any three barriers.
- Q..17 There are some barriers in communication which are concerned with the state of mind of both the sender and the receiver. State any three such barriers.
- Q.18. Name the process of exchanging ideas ,facts and information?
- Q.19. Name the element of directing under which sub-ordinates share his views with his superior.
- Q.20. Which type of communication takes place between superior sub-ordinates in the office?
- Q.21. Name and explain the last steps of communication process.
- Q.22. Name the grapevine network in which an individual communicate with only those people whom he trusts?
- Q.23. the employees of TCS Ltd. have formed a dramatic group for their recreation. Name the type of an organization. Explain any three limitations of it.