



MODEL QUESTIONS

THEORY

PART- A

Objective type Questions (1 Mark)

Choose the correct answer:

1. The term POSDCORD is coined by _____.
a. Henry fayol
b. Koontz and O Donnell
c. Luther Gullick
d. Urwick
2. _____ is an art of getting things done through others.
a. Administration
b. Management
c. Orientation
d. Profession
3. Planning is the first function and --- is the last function of management.
a. organising b. coordinating
c. directing d. controlling
4. Strategy is the term derived from ---.
a. Sports b. politics
c. business d. military
5. -----is expressed in numerical terms
a. Objectives b. programme
c. policy d. budget
6. Every organisation should have a specific and defined.
a. objectives b. employers
c. employees d. functions
7. -----is the right to give orders and power to get the work done.
a. responsibility
b. authority
c. accountability
d. assignment
8. Which decisions are repetitive and routine in nature?
a. Basic decisions
b. personal decisions
c. programmed decisions
d. Non-programmed decisions.
9. The word Decision is derived from the word.
a. DECIDERE b. DECIDERE
c. DECIDAUS d. DECICARE
10. _____ concerned with issuing the orders and instructions to the subordinates.
a. Direction b. Cooperation
c. Motivation d. Communication
11. Delegation is the act of assigning authority and _____.
a) Responsibility
b) Centralization
c) Span of control
d) Committee.
12. "Leadership is the ability of a manager to induce subordinates to work with confidence and zeal".
a. Haimann
b. Koontz and O'Donnell
c. Davis
d. Rensis Likert



13. Pay cut is _____ motivation.
- Non- financial
 - Negative
 - Extrinsic
 - Drive
14. Abbreviation of BEP.
- Before Earning Profit
 - Break Even Point
 - Business Even Point
 - Balance Even Point.
15. The secretary, who assists the management and also does his/her routine work such as _____.
- administering office
 - office related work
 - conducting periodical meetings
 - All of the above

PART –B

Very Short Answer (3 Marks)

Answer in Five lines:

16. Write the characteristics of Management.
17. Define planning.
18. What is budget?
19. What are the merits of line organisation?
20. What is an organisation chart?
21. What is Strategic Decision?
22. Define the term co ordination.
23. What is meant by delegation?
24. Define authority.
25. What is upward Communication?

26. List out the types of motivation.
27. Write the nature of work carried out by private Secretary.
28. Write short note on BEP.

PART- C

Short Answer (5 Marks)

Answer in one page:

29. Explain the nature of Planning.
30. Define Management? Explain the importance of Management.
31. Explain the factors affecting decision making process.
32. State the merits of motivation.
33. Define matrix organisation.
34. Explain the rights enjoyed by the company Secretary.
35. Write any four techniques of Controlling.

PART- D

Essay type Questions (10 Marks)

Answer within three pages:

36. Discuss the various Steps involved in Planning.
(Or)
Discuss in detail the various types of decision making.
37. Define motivation. Describe the type of motivation.
(Or)
Explain the qualification of company Secretary.