

UNIT-1
INTRODUCTION TO MANAGEMENT
WORKSHEET-1

1. Management is best defined as []

- A) Planning only
- B) Getting work done through others
- C) Controlling employees
- D) Giving orders

2. Which of the following is *not* a function of management?[]

- A) Planning
- B) Organizing
- C) Sleeping
- D) Controlling

3. The process of determining organizational goals and deciding how to achieve them is called []

- A) Staffing
- B) Planning
- C) Directing
- D) Controlling

4. Which level of management is responsible for strategic decisions?[]

- A) Top-level management
- B) Middle-level management
- C) Lower-level management
- D) Supervisory level

5. Supervisors are part of []

- A) Top-level management
- B) Middle-level management
- C) Lower-level management
- D) Board of directors

6. According to Henry Mintzberg, managerial roles are classified into []

- A) Two categories
- B) Three categories
- C) Four categories
- D) Five categories

7. Which of the following is a conceptual skill?[]

- A) Ability to work with tools
- B) Ability to understand complex situations
- C) Ability to communicate
- D) Ability to type fast

8. Scientific Management is associated with:

- A) Henri Fayol
- B) Elton Mayo
- C) F.W. Taylor
- D) Peter Drucker

9. Administrative Management theory was developed by []

- A) F.W. Taylor
- B) Henri Fayol
- C) Max Weber
- D) Elton Mayo

10. The Hawthorne Studies are related to []

- A) Scientific Management
- B) Behavioral Approach
- C) Quantitative Approach
- D) Systems Approach

11. Which approach focuses on human behavior and relationships []

- A) Classical Approach
- B) Behavioral Approach
- C) Quantitative Approach
- D) IT Approach

12. The Quantitative Approach emphasizes []

- A) Emotions
- B) Mathematical models
- C) Employee satisfaction
- D) Leadership styles

13. The Systems Approach views an organization as []

- A) A closed system
- B) A set of independent parts
- C) An interrelated set of elements
- D) A rigid structure

14. Contingency Approach suggests that []

- A) There is one best way to manage
- B) Management depends on situation
- C) Rules are fixed
- D) Employees are machines

15. The IT Approach in management focuses on []

- A) Manual work
- B) Paper-based systems
- C) Use of technology and information systems
- D) Ignoring data

FILL IN THE BLANK

- 1) Management is the process of getting work done through _____.
- 2) The primary functions of management include planning, organizing, staffing, _____, and controlling.
- 3) The ability to understand complex situations is called _____ skill.
- 4) Top-level management is mainly concerned with _____ planning.
- 5) Supervisors belong to the _____ level of management.
- 6) _____ management focuses on improving efficiency at the worker level.
- 7) _____ developed the principles of Administrative Management.
- 8) The Hawthorne Studies are associated with the _____ approach.
- 9) The _____ approach emphasizes human relations in management.
- 10) The use of mathematical models in decision-making is known as the _____ approach.
- 11) The Systems Approach views an organization as a set of _____ elements.
- 12) According to the Contingency Approach, management depends on the _____.
- 13) The role of a manager as a leader falls under _____ roles.
- 14) The IT approach focuses on the use of _____ in management.
- 15) Management is considered both a science and an _____.



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