



**UNIT -5  
CONTROLLING  
WORKSHEET-5**

1. Control in management is primarily concerned with: [   ]
  - a) Planning future activities
  - b) Measuring and correcting performance
  - c) Organizing resources
  - d) Motivating employees
  
2. Which of the following is the first step in the control process? [   ]
  - a) Taking corrective action
  - b) Setting performance standards
  - c) Measuring performance
  - d) Comparing performance
  
3. Budgetary control is mainly related to: [   ]
  - a) Human behavior
  - b) Financial planning and control
  - c) Marketing strategies
  - d) Organizational culture
  
4. Which of the following is a non-budgetary control technique? [   ]
  - a) Cash budget
  - b) Sales budget
  - c) Break-even analysis
  - d) Capital budget



5. The process of comparing actual performance with standards is known as: [ ]
- a) Evaluation
  - b) Planning
  - c) Controlling
  - d) Directing
6. Corrective action is taken when: [ ]
- a) Standards are set
  - b) Performance exceeds expectations
  - c) Deviations are identified
  - d) Planning is completed
7. Which of the following is a characteristic of effective control? [ ]
- a) Complexity
  - b) Inflexibility
  - c) Accuracy
  - d) Delay
8. Feedforward control focuses on: [ ]
- a) Past performance
  - b) Future activities
  - c) Present performance
  - d) Financial results
9. Concurrent control is also known as: [ ]
- a) Feedback control
  - b) Real-time control
  - c) Predictive control
  - d) Budgetary control



10. Which type of control is applied after the activity is completed? [    ]
- a) Feedforward control
  - b) Concurrent control
  - c) Feedback control
  - d) Preventive control
11. A good control system should be: [    ]
- a) Costly
  - b) Time-consuming
  - c) Economical
  - d) Rigid
12. Control frequency refers to: [    ]
- a) Number of employees
  - b) Time interval of control checks
  - c) Budget allocation
  - d) Organizational structure
13. Which of the following is a method of control? [    ]
- a) Staffing
  - b) Performance appraisal
  - c) Directing
  - d) Leading
14. Establishing control systems requires: [    ]
- a) Ignoring objectives
  - b) Setting clear standards
  - c) Avoiding measurement
  - d) Eliminating feedback



15. Break-even analysis is used to: [    ]
- a) Measure employee performance
  - b) Determine profit level
  - c) Analyze cost-volume-profit relationship
  - d) Control employee behavior

### **Fill in the Blanks**

1. Control is the process of measuring and \_\_\_\_\_ performance.
2. The first step in the control process is setting \_\_\_\_\_.
3. Budgetary control deals mainly with \_\_\_\_\_ planning and control.
4. \_\_\_\_\_ control focuses on future activities and prevents deviations.
5. Control applied during the process is called \_\_\_\_\_ control.
6. Control applied after completion of an activity is known as \_\_\_\_\_ control.
7. Comparing actual performance with standards helps in identifying \_\_\_\_\_.
8. Taking \_\_\_\_\_ action is the final step in the control process.
9. A good control system should be \_\_\_\_\_ and simple to understand.
10. \_\_\_\_\_ analysis is a non-budgetary control technique used in cost control.
11. Control systems should be aligned with organizational \_\_\_\_\_.
12. The time interval between control activities is called control \_\_\_\_\_.
13. Effective controls must be \_\_\_\_\_ to changing conditions.
14. \_\_\_\_\_ control techniques include cash budget and sales budget.
15. Establishing control systems requires setting clear \_\_\_\_\_.