

WORK SHEET
UNIT-II

MCQS

1. Departmentalization means:

- A) Dividing organization into departments
- B) Hiring employees
- C) Marketing products
- D) Controlling inventory

Answer: A

2. Decentralization refers to:

- A) Concentration of authority
- B) Delegation of authority
- C) Elimination of authority
- D) Employee transfer

Answer: B

3. In line organization, authority flows:

- A) Horizontally
- B) Vertically
- C) Diagonally
- D) Randomly

Answer: B

4. The simplest organization structure is:

- A) Matrix
- B) Functional
- C) Line
- D) Committee

Answer: C

5. Functional organization is based on:

- A) Product
- B) Function specialization
- C) Geography
- D) Project

Answer: B



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6. Staff specialists are added in:

- A) Line organization
- B) Matrix organization
- C) Line and staff organization
- D) Virtual organization

Answer: C

7. Committee organization is useful for:

- A) Group decision making
- B) Individual decisions
- C) Production only
- D) Marketing only

Answer: A

8. Matrix organization combines:

- A) Functional and project structures
- B) Line and committee
- C) Team and virtual
- D) Flat and lean

Answer: A

9. Virtual organization mainly depends on:

- A) Paper records
- B) Technology and networking
- C) Manual operations
- D) Traditional offices

Answer: B

10. Cellular organization is based on:

- A) Independent business units
- B) Departments only
- C) Committees only
- D) Single manager

Answer: A

11. Team structure emphasizes:

- A) Individual work
- B) Cross-functional teams

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- C) Hierarchy only
- D) Centralization

Answer: B

12. Boundaryless organization removes:

- A) Employees
- B) Departments
- C) Organizational barriers
- D) Managers

Answer: C

13. Inverted pyramid structure focuses on:

- A) Top management
- B) Customers and frontline employees
- C) Investors only
- D) Suppliers only

Answer: B

14. Lean organization aims to:

- A) Increase waste
- B) Reduce waste
- C) Increase hierarchy
- D) Increase paperwork

Answer: B

15. Flat organization has:

- A) Many management levels
- B) Few management levels
- C) No employees
- D) No managers

Answer: B

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FILL IN THE BLANKS

1. The process of dividing an organization into different units is called _____.
Answer: Departmentalization
2. _____ refers to the delegation of authority to lower levels of management.
Answer: Decentralization
3. In a _____ organization, authority flows directly from top to bottom.
Answer: Line
4. Functional organization is based on _____ specialization.
Answer: job
5. In a Line and Staff organization, specialists are known as _____ staff.
Answer: advisory
6. Matrix organization combines functional and _____ structures.
Answer: project
7. A Virtual Organization primarily depends on _____ technology.
Answer: information
8. Team structure promotes _____ functional cooperation.
Answer: cross
9. A Boundaryless Organization removes organizational _____.
Answer: barriers
10. A Flat Organization has fewer levels of _____.
Answer: management

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