



### Unit 3 – Functions of Management

#### Fill the Correct Answer

- 1) Grouping of activities on the basis of product lines is a part of .....  
Organization.
- 2) ..... Is the formal procedure used to evaluate an employee in the organization.
- 3) The process of sharing ideas, opinions from one person to another is called .....
- 4) Controlling and Planning are interdependent and .....
- 5) The need for ..... arises due to interdependence of various departments in an organization.

#### Match the following

- |                 |   |
|-----------------|---|
| 1. Procedure    | 1. Includes the process of interview, tests         |
| 2. Rule         | 2. Essence of management                            |
| 3. Coordination | 3. Method of performing a task                      |
| 4. Selection    | 4. Measurement of actual performance with standards |
| 5. Controlling  | 5. Enforces discipline                              |

#### Answer in detail

1. “Planning is looking ahead and controlling is looking back”. Comment.
2. Coordination is the essence of management. Discuss.
3. Explain the steps in planning process.
4. Discuss the significance of organizing as a function of management.
5. Discuss the elements of directing.