

Business Studies Exam Revision Series-6

1. A typical manager has to perform a number of tasks in an organisation.

a. Explain **two** functions of a manager.

Function 1

Function 2

[4]

b. What is meant by the term 'span of control'?

[2]

c. Identify **two** problems associated with a wide span of control.

Problem 1

Problem 2

[4]

d. Explain **two** advantages of written communication over oral communication.

Advantage 1

Advantage 2

[4]

2. A business might adopt different organisational structure on the basis of its suitability.

a. Explain, using diagrams, the difference between departmentalization by function and by product.

[6]

b. Discuss the advantages and disadvantages of any **one** of the above forms of departmentalization.

[4]

c. Contrast the methods of motivation likely to be employed by Theory X and Theory Y managers.

[6]