

SARALA BIRLA PUBLIC SCHOOL



Birla Knowledge City, Mahilong, Ranchi
CLASS-XII (2020-21)



Sub: Business Studies Assignment-3

1. Give and explain the nature and significance of management. (six points)
2. Explain the following:
 - a. Science not rule of thumb
 - b. Harmony, not discord
 - c. Cooperation, Not Individualism
3. What do you understand by Functional Foremanship? Explain with help of a suitable diagram.
4. Explain the following:
 - a. Motion Study
 - b. Method Study
 - c. Time Study
 - d. Fatigue Study
5. Explain the following:
 - a. Division of Work
 - b. Authority and Responsibility
 - c. Discipline
 - d. Unity of Command
 - e. Unity of Direction