

National Institute of open schooling
Senior Secondary Course : Business Studies
Lesson 14 : Co-Ordination and Controlling
Worksheet – 14

1. Coordination involves synchronization of different activities and efforts of the various units of an organization. Explain this statement in 120 words.
2. How significance of co-ordination becomes more important. State any reasons.
3. What is meant by 'essence of management'? Explain with suitable examples?
4. Controlling as a functions of management refers to the evaluation of actual performance of work. Put light on this statement.
5. Planning and controlling are closely related and depend upon each other. What is the basis characteristic comment?
6. At which level control is needed and when actual performance is different from planned performance.
7. Control is a continuous process? Explain the various steps with suitable examples?
8. Control means determining the deviation. What is meant by deviation explain in 60 words.
9. Comparison of actual and standard performance may lead to other possible outcome. Explain how with the below situations
 - (a) Equal to
 - (b) more than
 - (c) less than the standard
10. The importance of control has considerably increased now-a-days due to several reasons. State the reason.