

# HARI VIDYA BHAWAN

SESSION-2020-2021

Subject- Business studies (054)

Class -12<sup>th</sup>

Worksheet-8

## Chapter-1 Nature & Significance of Management

### General instruction :

- Solve the worksheet in a separate notebook which is available at your home or do it on a paper Later will be pasted in your fair note Book . **NO NEED TO GO OUTSIDE .**
- For answers see the solutions given at Meritnation App.
- To solve this worksheet you can take help of the following link:  
[https://youtu.be/1eobn\\_1N3DY](https://youtu.be/1eobn_1N3DY) (Topic – Coordination)  
  
<https://youtu.be/yYi9-kWOirw>

### Topic :- Coordination : The Essence of Management

**Q.1.** Coordination means:

- a) Desire to work jointly
- b) Determining activities
- c) Both the above
- d) None of above

**Q.2.** Coordination is needed where the efforts of .....are required.

- a) One Person
- b) Two Person
- c) Three Person
- d) Many Person

**Q.3.** "Coordination is not a separate function of management but it happens to be final truth of all function." In what context this observation has been made?

- a) Coordination is essence of management
- b) Coordination is not established automatically
- c) Coordination is a continuously moving process
- d) None of these

**Q.4.** To what Function of Management is coordination associated with?

- a) Planning
- b) Organising
- c) Staffing, Directing and Controlling
- d) All of these

**Q.5.** What is focus of attention when a manager is busy in planning activity?

- a) Coordination
- b) Directing
- c) Controlling
- d) Staffing

**Q.6.** The words cooperation and coordination are:

- a) Opposite
- b) Synonym
- c) Complementary
- d) All of these

**Q.7.**What contributes to elimination of complexities of large scale organisations?

- a) Planning
- b) Staffing
- c) Controlling
- d) Coordination

**Q.8.** What is meant by Coordination? State it's any four features.

**Q.9."**Coordination is essence of management." Do you agree? Give reasons.

**Q.10.** In a manufacturing unit the purchases department purchased 50 tonnes of raw material for production department. Although only 40 tonnes was needed by the production department. Due to this goods were overproduced and not accepted by sales department. As a result some goods remained unsold.

**(i) Which aspect of management is lacking above.**

**(ii) Explain any three importance of coordination.**

**Hari Vidya Bhawan**  
**Class-XII (2020-21 )**  
**Subject : English**  
**Assignment-8**  
**Ch -2- Lost Spring**

**General Instructions**

1. Those who have maintained English notebook they can do all the work in their note book.
2. Those who have Not maintained English notebook they can do the work in previous year any blank register OR loose sheets whatever is available at your home. NO NEED TO GO OUTSIDE.
3. For figures of speech explanation see the video link given.  
(<https://youtu.be/erT5bXhx25Q>)
4. For answers see the solutions given at Meritnation App.

**Write answer of the following questions in 100 to 120 words.**

Q1-How in your opinion can Mukesh realize his dream?

Q2-Why should child labour be eliminated and how?

Q3-Write character sketch of Saheb.

Q4-Write character sketch of Mukesh.

**Figures Of Speech**

Q1-Write the definition of the following:(Take help of Meritnation App.)

1-Similie

4-Hyperbole

2-Metaphor

5-Oxymoron

3-Personification

6-Onomatopoeia

Write two examples of all above figures of speech(Take help from the video link given above)

# HARI VIDYA BHAWAN

SESSION 2020-2021

CLASS - XII

POLITICAL SCIENCE

WORKSHEET - 8

## CHAPTER-2 The End of Bipolarity

### Instructions:

1. Those who have maintained Political science notebook they can do all the work in their notebook.
2. Those who have not maintained political science notebook they can do all the work in previous year any blank register or loose sheets, whatever is available at your home. No need to go outside.
3. For Topic explanation see the video on given link <https://youtu.be/wElKEPY5yLc>
4. Read the page no.17, 19, 20, 21,22 of your text book and answer the following questions.

### Questions

1. Who was Mikhail Gorbachev?
2. Was Mikhail Gorbachev responsible for the disintegration of the Soviet Union?
3. Why did the Soviet Union Disintegrate?
4. Why is falling of Berlin Wall considered as an evidence of collapse of Bipolar world?
5. Which party was dominant in the Soviet political system?  
(a) Leninist party.      (b) Communist party  
(c) Labour party.      (d) None of these

### Activity

**Make a Time line chart on A4 sheet. ( Either ruling or plain sheet)----- Page no. 22 of your NCERT book.**