

DIRECTING

A. One Word to One Sentence Questions

Q. 1. What is directing ?

Ans. Directing refers to the process of guiding and giving instructions to the employees in performing their functions.

Q. 2. Define directing.

Ans. According to Koontz and O'Donnell, "*Direction is the executive function of guiding and observing subordinates.*"

Q. 3. For what purpose, is directing function performed ?

Ans. To achieve high standards of efficiency so that the objectives of the organisation may be achieved successfully.

Q. 4. What is supervision ?

Ans. Supervision is to keep a watch on the working of the subordinates.

Q. 5. What is communication ?

Ans. Communication refers to that process through which two or more than two persons exchange ideas, facts, information, knowledge, feelings or view-points etc.

B. Fill in the Blanks

1. is essential for all the organisations.
2. Direction is a and continuing function.
3. Principle of in objectives is an important principle of effective direction.

Ans. 1. Directing, 2. dynamic, 3. Uniformity,

C. True or False

1. Directing is the heart of management process.
2. For effective direction, delegation of authority must be avoided.
3. Leadership is synonymous with directing.

Ans. 1. True, 2. False, 3. False.

D. MCQ

1. Directing is a :
(a) Continuous process (b) Universal function
(c) Financial activity (d) Both (a) and (b).
2. The main objective behind directing is to :
(a) Improve organisational efficiency (b) Maintain discipline
(c) Enforce control (d) All the above.
3. Which of the following is an element of directing ?
(a) Communication (b) Leadership
(c) Both (a) and (b) (d) None of these.

Ans. 1. (d), 2. (a), 3. (c)