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S.E 2nd semester section a.

Fill in the blanks

- 1) Informal Organization
- 2) Rule
- 3) Inter personal skill
- 4) planning
- 5) controlling
- 6) external
- 7) inter personal
- 8) chain of command
- 9) middle managers
- 10) They achieve their goals

Q1 ans) Division of work, because it is the breaking down of a job to have a number of different tasks that make up the whole

Q2 ans) authority and responsibility

Q3 ans) Discipline, because it specifies certain code of conduct to be followed by the manager.

Q4) Unity command, because he needs to obey supervisor

Q5) Unity of Direction,