



✓

**EASTERN UNIVERSITY, SRI LANKA**  
**FIRST YEAR/FIRST SEMESTER EXAMINATION IN SCIENCE 2008/2009**  
**(April/May 2010) (REPEAT)**  
**CC - 108 MANAGEMENT AND ENTREPRENEURSHIP AND INTRODUCTION TO**  
**CAREER GUIDANCE**

**Answer all question**

**Time: 01 Hours**

**PART - I**

1. Define the term "Management" and briefly explain the functions of Management.
2. List out and briefly explain the different types of skills in management.
3. What do you meant by organizational objectives and explain its important to organization.
4. Briefly explain the term "organization environment" and identify the component of the general and task environments.
5. Briefly explain the arguments for & against social responsibility.
6. Explain the key step in the decision making process.
7. List out briefly explain the advantage and disadvantage of group decision making.
8. Define the term "effective communication", and briefly explain the most frequent barriers to communication.
9. Define Motivation and briefly explain Maslow's need theory of motivation.
10. Briefly explain the term "control" and the steps involved in the process of control.

**(10 X 10 = 100 marks)**

**PART - II**

1. Assume that you have been called for an interview for the Post of Management Assistant by a reputed company. Describe how will you prepare to face this interview. (20 marks)
2. Draw an organization chart for Eastern University. (30 marks)
3. Prepare a Curriculum Vitae with a letter of application for a suitable post. (30 marks)
4. Define and differentiate
  - i) Council of the university and student council
  - ii) Counseling and discipline
  - iii) Authority and Responsibility
  - iv) Influence and Persuasion

**(20 marks)**