

EXAM-DAY · 90-MIN REVISION CARD

Organising

Print this · Fold it · Carry to the exam-hall gate · Revise once · Then walk in.

FORMULAS & KEY RESULTS

Organising = Identify work →
Departmentation → Assign
duties → Reporting
relationships → Review

Delegation = Authority +
Responsibility + Accountability
(3 elements)

Authority can be delegated ·
Responsibility is shared ·
Accountability is NEVER
delegated

Decentralisation = Systematic +
Selective delegation throughout
the org (policy)

Functional structure ⇒ groups
by function · Divisional ⇒
groups by product/region

Formal ⇒ deliberately created ·
Informal ⇒ emerges from social
interaction

Importance of Organising:
Specialisation · Clarity ·
Optimum resource use ·
Adaptation · Administration ·
Growth · Personnel
development

TOP 5 PYQ PATTERNS

1 Functional vs Divisional — distinguish on any 5 bases

5 marks · 85% of years

Use a 5-row table: Basis of formation,
Specialisation, Responsibility, Cost, Suitability.

2 Formal vs Informal — distinguish on any 4 bases

4 marks · 70% of years

Origin, purpose, behaviour, flow of communication,
leadership.

3 Importance/benefits of delegation (any 4)

4 marks · 65% of years

Workload of managers, employee development,
motivation, growth — 1 line each.

4 Delegation vs Decentralisation

5 marks · 60% of years

Nature (act vs policy), scope (narrow vs wide),
purpose, level, freedom of action.

5 Steps in the organising process

4 marks · 55% of years

List 5 steps with a 1-line explanation each; finish
with 'reviewing for changes'.

90-MIN REVISION FLOW

0-15 min

Read the 5 steps of organising + 7
importance points aloud.

15-35 min

Draw functional + divisional org
charts; write 5 differences in a table.

35-55 min

Memorise delegation's 3 elements +
4 importance points + Formal-vs-
Informal comparison.

55-75 min

Decentralisation: definition + 5
importance points + difference from
delegation.

75-90 min

Solve last 3 years' PYQs on
functional/divisional and delegation.

Confidence, not anxiety. You've practised this all year. Trust your steps. Don't change strategy on exam morning.
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