

**THE UNIVERSITY OF ZAMBIA**  
**SCHOOL OF HUMANITIES AND SOCIAL SCIENCES**  
**DEPARTMENT OF ECONOMICS**  
**BBA 1110: BUSINESS ADMINISTRATION**  
**TUTORIAL SHEET 2**

1. What are the advantages and disadvantages of the following organisations?
  - a) Sole trader
  - b) Partnership
  - c) Corporations
  - d) Franchise
  - e) Multinational corporations
2. Management, an art or a science. Discuss?
3. What are the essential skills of Managers? (According to mintzberg, what are the roles of managers? Explain them categorically. )
4. Define scientific management and it`s principles.
5. List (Explain) out the Functions of management
6. What is henry fayol`s main contribution to management? Explain each point.
7. What are the functions of the following:
  - a) Top-level management
  - b) Middle level management
  - c) Lower level management
8. What is the role of scientific management in the modern era?
9. Discuss how an organizations environment is an important factor to consider in the managers running of a business.

10. What is the importance of studying the various management theories (covered so far) in existence?

✓ MOTIVATION.

11. Analyze the relevance and application of the following motivational theories to practice of management

- a) Maslow's hierarchy of needs
- b) Two factor theory
- c) Achievement
- d) ERG
- e) Theory X and Y
- f) Equity
- g) Expectancy
- h) Social theory
- i) Reinforcement.