

### **answers fundamentals of management pdf**

Management is coordinating work activities of people so that they are done efficiently and effectively. Efficiency means "doing things right" and getting things done at the least cost. Effectiveness means "doing the right things" and completing activities that will help achieve the organization's goals.

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Paper 1 "Fundamentals of Organization and Management (Syllabus 2008) The Institute of Cost Accountants of India (Statutory Body under an Act of Parliament) Page 15 133. In the communication process, to encode means to (a) translate ideas into a code. (b) block a pathway between the sender and receiver of a message.

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