

U1.23 - Print & Cut Flashcards

Cut along the card edges. Each card shows the question on top and the answer underneath.

CARD 1

What is an organisational structure?

The formal arrangement of roles, responsibilities, authority and communication within a business.

CARD 2

What are the four organisational structures in this dotpoint?

Functional, product, divisional and team structures.

CARD 3

What is a functional structure?

A structure that groups employees according to specialised business functions such as marketing, finance, HR and operations.

CARD 4

What is one major advantage of functional structure?

Specialisation. Employees develop expertise because people performing similar work are grouped together.

CARD 5

What is one major limitation of functional structure?

Departments can become siloed, reducing communication and cooperation between different functions.

CARD 6

Why can a school use a functional structure?

Employees can be grouped into specialised areas such as finance, HR, marketing, operations and IT.

CARD 7

What is a product structure?

A structure that groups employees around separate products or product lines.

CARD 8

What is one major advantage of product structure?

Each product receives greater focus and there is clear accountability for its performance.

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CARD 9

What is one major limitation of product structure?

Functions and resources can be duplicated across product units, increasing costs.

CARD 10

What is a divisional structure?

A structure grouping employees by factors such as location, market or customer group.

CARD 11

What is one advantage of divisional structure?

Decisions can be made closer to local customers or markets, improving responsiveness.

CARD 12

What is one limitation of divisional structure?

Separate divisions may duplicate management and support roles, increasing costs.

CARD 13

What is a team structure?

A structure grouping employees with complementary skills into teams working toward a common objective.

CARD 14

What is one advantage of team structure?

It can improve communication, flexibility, collaboration and problem-solving.

CARD 15

What is one limitation of team structure?

Employees may experience role ambiguity or uncertainty about authority and responsibility.