



Date: 11.12.23
GRADE: XI

TERM 2 EXAMINATION (2023-24)
Business Administration (833)

Max marks: 60
Time: 3 hours

General Instructions:

1. This question paper contains 24 questions in two sections-Section A and Section B
2. Marks are indicated against each question.
3. Answers should be to the point.
4. Answers to the questions carrying 2 marks in 20 to 30 words
5. Answers to the questions carrying 3 marks in 30-50 words.
6. Answers to the questions carrying 4 marks in 50-80 words.
7. Attempt all parts of the questions together

| Qn. No | SECTION A-OBJECTIVE TYPE QUESTIONS | Marks allocated |
|--------|--|-------------------|
| 1 | Q.1 Answer any 4 out of the given 6 questions on Employability Skills | (1 x 4 = 4 marks) |
| i | Which of the following method is used to receive information from the sender? (a) Listening (b) Speaking (c) Telling (d) Writing | 1 |
| ii | Which of these is not an appropriate non-verbal communication at work? (a) Putting arm around a coworker's shoulder (b) Shaking hands firmly (c) Looking at the speaker with a smile (d) Standing with an upright posture | 1 |
| iii | What are the characteristics of an ideal message ? (a) Clear. (b) Concise (c) Accurate. (d) All of the above | 1 |
| iv | Communication is a _____ way process through which information or message is exchanged between individuals using, language, symbols, signs or behaviour. (a) 10-way process. (b) 9-way process (c) 6-way process (d) 2-way process | 1 |

| | | |
|-----|---|---------|
| v | _____ is the important element in communication which helps in knowing whether the receiver has understood the message or not. (a) Promotion (b) Branding (c) Decoding (d) Feedback | 1 |
| vi | Which of these is a positive (good) facial expression? (a) Staring hard (b) Nodding while listening (c) Wrinkled forehead (d) All of the above | 1 |
| 2 | Answer any 5 out of the given 7 questions | (1x5=5) |
| i | The occupation in which people work for others and get remunerated in return is known_____ (a) Business (b) Profession (c) Trade (d) Employment | 1 |
| ii | _____ industries remain engaged in breeding plants and animals for their use in further production. (a) Processing industries (b) Genetic industries (c) Synthetical industries (d) Extractive industries | 1 |
| iii | The term business is derived from the word_____ (a) Busy (b) Financial markets (c) Buy and selling (d) Proprietorship | 1 |
| iv | Commerce includes: (a) Business and Industry (b) Trade and Aids to Trade (c) Business and Trade (d) Business and Aids to Trade | 1 |
| v | The industries which provide support services to other industries are known as_____ (a) Primary industries (b) Tertiary industries (c) Secondary industries (d) Manufacturing industries | 1 |
| vi | The positive factors of business are called as_____ (a) Strengths (b) Threats (c) Weakness (d) Opportunities | 1 |
| vii | _____ is the life blood of any business. (a) Finance (b) Work Environment (c) Brand Image (d) Investment | 1 |
| 3 | Answer any 6 out of the given 7 questions | (1x6=6) |
| i | The activities which are performed to earn livelihood are called (a) Religious activity (b) Human activity (c) Economic activity (d) All of the above | 1 |
| ii | The economic activity which requires specialized knowledge and skill to render services are called_____. | 1 |

| | | | |
|-----|---|---|-----------|
| | (a) Profession (c) Business | (b) Employment (d) None of the above | |
| iii | The element of risk is highest in_____. | | 1 |
| | (a) Economic activity (c) Business | (b) Services (d)Both a and b | |
| iv | _____are the factors that negatively affect the business. | | 1 |
| | (a) Weaknesses (c) Opportunities | (b) Threats (d)Both | |
| v | Business environment is differs from country to country and region to region .True or False | | 1 |
| vi | Satisfied employees bring good profits for the organization. True or False | | 1 |
| vii | State any 1 nature of business environment | | 1 |
| 4 | Answer any 5 out of the given 6 questions | | (1 x 5=5) |
| i | Staple products are products that are bought often in a routine manner without much thought on a regular basis. A) True B) False | | 1 |
| ii | "Coalition government at centre has reduced political stability, increasing risks for business." It is example of _____ . (a) Technological Environment (c) Legal Environment | | 1 |
| | (b) Social Environment (d) Political Environment | | |
| iii | "Business environment" is the totality of all the external forces which influence the working and decision making. Which characteristic of business environment is being highlighted here? (a) Uncertainty (c) Complexity | | 1 |
| | (b) Aggregative (d) Relativity | | |
| iv | The structure in which there is separation of ownership and management as per law is called: (a) All business organisations (c) Partnership | | 1 |
| | (b) Company (d) Sole proprietorship | | |
| v | The capital of a company is divided into number of parts each one of which is called: (a) Dividend (c) Interest | | 1 |
| | (b) Profit (d) Share | | |
| vi | The board of directors of a joint stock company is elected by: (a) Government bodies (b) Shareholders | | 1 |
| | (c) General public (d) Employees | | |
| 5 | Answer any 5 out of the given 6 questions | | (1x5=5) |
| i | The life of sole proprietorship business is. (a) Stable (c) Unstable | | 1 |
| | (b) Long Life (d) Very short life | | |

| | | |
|-------------------------------------|---|-----------|
| ii | _____ is not a feature of Joint Stock Company. (a) Separate legal entity (b) Artificial person (c) Lack of business continuity (d) Formation | 1 |
| iii | The co-operative society is compulsorily required to be registered under the co-operative societies act..... (a) 1932 (b) 1956 (c) 1952 (d) 1912 | 1 |
| iv | What is the maximum limit of members in case of a private company? (a) 50 (b) 100 (c) 7 (d) 200 | 1 |
| v | In case of_____ registration is compulsory. (a) Company (b) Partnership (c) Sole proprietorship (d) Joint Hindu family business | 1 |
| vi | In case of_____ registration is not compulsory. (a) Company (b) Partnership (c) Sole proprietorship (d) Joint Hindu family business | 1 |
| vii | _____ company needs to have minimum two directors. (a) Private (b) Sole proprietorship (c) Public (d) One-person company | 1 |
| 6 | Answer any 5 out of the given 6 questions. | (1x5=5) |
| i | In_____ type of partnership, the liability of atleast one partner is unlimited. (a) General partnership (b) Limited partnership (c) Partnership at will (d) Particular partnership | 1 |
| ii | A person who is not a partner in a firm but knowingly allows himself to be represented as a partner in a firm is called. (a) Partner by holding out (b) Active partner (c) Sleeping partner (d) Nominal partner | 1 |
| iii | A person who contributes capital but does not take part in the day to day activities of the business is called_____. (a) Sleeping partner (b) Secret partner (c) Nominal partner (d) Active partner | 1 |
| iv | The goods for which consumers are habitually willing to make a special purchasing effort are called.... (a) Unsought Goods (b) Specialty Goods (c) Shopping Goods (d) Convenient Goods | 1 |
| v | Partnership comes to an end in case of_____. (a) Death of a partner spouse (b) Retirement of a partner (c) Solvency of a partner (d) Sound mind of partner | 1 |
| vi | As per the_____ partnership business can be carried on by all the partners or any one of the partners can act for all. (a) Compulsory registration of partnership (b) Limited liability (c) Mutual agency (d) Unlimited liability | 1 |
| SECTION B-SUBJECTIVE TYPE QUESTIONS | | |
| | Answer any 3 out of the given 5 questions on Employability Skills Answer each question in 20-30 words. | (2 x 3=6) |

| | | |
|----|---|----------|
| 7 | Write any two practicing of assertive communication? | 2 |
| 8 | What are the two main types of questions? | 2 |
| 9 | What are the factors affecting perspectives in communication? (Any two) | 2 |
| 10 | What are the importance of communication skills? (Any two) | 2 |
| 11 | What are the two types of greetings? | 2 |
| | Answer any 3 out of the given 5 questions in 20-30 words each . | (2x3=6) |
| 12 | Difference between non-durable goods and durable goods. (Any two points) | 2 |
| 13 | State the two reasons for issuing prospectus. | 2 |
| 14 | What is the role of profit in business? (Any two points) | 2 |
| 15 | Explain the concept business environment. OR Define technological environment with one example. | 2 |
| 16 | Mangal, Sazia & Sukhbeer wish to start a business in partnership. They want to make a partnership deed, Suggest what aspects of the deed should be included in it? | 2 |
| | Answer any 2 out of the given 3 questions in 30-50 words each | (3x2=6) |
| 17 | "One man control is the best in the world if that man is big enough to manage everything". Explain concept with any three points. | 3 |
| 18 | ABC Pvt. Ltd. the famous group of promoters submitted an application to the Registrar of companies for the approval of the name for mobile manufacturing company. They selected "Samsung Ltd." as the name of the company so as to increase the sales because Samsung was a well-known brand. (a) Who selects the name for the company? (b) Would the proposed name be accepted by registrar of company. Identify the concepts discussed above and explain any two characteristics of identified concept of companies? Give reason. | 3 |
| 19 | Veena started an occupation of purchasing and selling manufactured clothes like T-shirts, shirts, pants and jeans with a view of earning profits. Identify the concepts discussed above and explain any two characteristics of identified concept. | 3 |
| | Answer any 3 out of the given 5 questions in 50-80 words each | (4x3=12) |
| 20 | Inderan had a flourishing business of Readymade Garments but from past two years with increase in orders he was not able to design and operate efficient order processing systems to retain customers and ensure repeat orders. Which major activity of business operations was overlooked in the above case? Identify and explain the above activity of business operations. | 4 |
| 21 | Explain the Strength Weakness Opportunities Threats (SWOT) analysis. | 4 |
| 22 | Explain any four features of services. | 4 |

| | | |
|----|---|---|
| 23 | Radha was newly appointed teacher in a village school. After sometime she found that villagers were not able to pay fees of their children. She then realized that middlemen and money lenders were exploiting them and farmers could not sell the produce directly in the market. She then convinced a group of farmers to pool their resources and form an organisation from where the farmers could take loan at low interest. The aim was mutual help and not making profits. Name the form of organization opened by farmers in the above case and explain three advantages. | 4 |
| 24 | Distinguish between memorandum of association and articles of association on the basis of: (a) Nature (b) Status (c) Scope (d) Relationship | 4 |