



Date: 30/07/23
GRADE: XI

MONTHLY TEST -01 (2024-25)
BUSINESS ADMINISTRATION (833)

Max marks: 20
Time: 50 Minutes

General Instructions:

- 1) Questions 1 to 4 carries 1 mark each.
- 2) Questions 5 to 8 carries 2 marks each.
- 3) Questions 9 and 10 carries 4 marks each.
- 4) All questions are compulsory.

Q. No	Questions	Marks
SECTION A		
1	What are the words we should use when we communicate verbally? a. Use straight words c. Use precise words b. Use simple words d. Use fixed words	1
2	_____ is the act of using photographs, videos, art, drawings, sketches, charts and graphs to convey information. a. Verbal communication c. Visual communication b. Non-verbal communication d. Written communication	1
3	_____ refers to sale of goods of specifies variety in large quantities. a. Import b. Export C. Wholesale trade d. Retail trade	1
4	A teacher teaching his own child can be considered as _____.	1
SECTION B		
5	Brenda is a Marketing Intern at ABC Corps. Her team members think of her as a reliable and trustworthy person since she is always available to share their work load. You ever ask Brenda to do somethings and she will reply, "Sure I'll get on it." and even gets the job done efficiently. Brenda is so supportive to her colleagues that she even skips her own lunches, social events to stay back and complete the work on behalf of them. But deep-down Brenda feels like her colleagues are always pushing their work on her head. She feels frustrated annoyed, and victimized. You're angry, yet she keeps rationalizing that she has "done the right thing." Identify and explain the Communication style adopted by Brenda with examples.	2
6	Write any two types of non-verbal communication with examples of each and also mention how to use it effectively.	2

7	Explain any 2 major activities involved in management of business operations.	2
8	Write a note on the auxiliaries to trade. Explain about any 2 auxiliaries to trade.	2
SECTION C		
9	Explain five factors affecting perspectives in communication with examples for each.	4
10	Explain: a. Partnership b. Joint stock company	4
THE END		