



**Date: 2.12.24**  
**GRADE: XI**

**TERM 2 QUESTION PAPER (2024-25)**  
**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	<b>Answer any 4 out of the given 6 questions on Employability Skills</b>	(1 x 4 = 4 marks)
i	_____grow food and generate agricultural items for the entire country.	1
ii	How does tracking your time help you? a) We stay focused b) We can show everyone that we are hard-working people c) None of the above d) We can understand where we are spending our time and better manage our time if required	1
iii	Business owners need to all possible businesses to find out what is available in the market. a) check b) examine c) survey d) review	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	A company is formed by a) Government b) Directors c) Promoters d) Owners	1
ii	The company is managed by the group of persons known as: a) Board of directors b) Group of member c) Team of shareholders d) None of the above	1
iii	What is the partnership written agreement known as?: a) Partnership contract b) Partnership deed c) Agreement d) Partnership Act	1
iv	Which is not a feature of a partnership business? a) Ease of formation b) Limited life c) Limited liability d) Mutual agency	1
v	_____ letter is written by customers who are not satisfied by the levels of consumer services provided.	1
vi	_____ letters are sent by Firms Thanking their customers for their loyalty, Congratulatory letters to a particular employee for certain achievement.	1
vii	_____ can be further divided into routine and special purpose letters.	1
3	<b>Answer any 6 out of the given 7 questions</b>	(1x6=6)
i	What is the primary purpose of business correspondence? a) To build relationships with customers b) To convey information and facilitate business transactions c) To promote products and services d) To resolve conflicts and disputes	1
ii	Which of the following is a characteristic of good business correspondence? a) Using jargon and technical terms b) Being too formal or informal c) Being clear, concise, and well-organized d) Using abbreviations and acronyms	1



iv	The structure in which there is separation of ownership and management as per law is called: (a) All business organisations (b) Company (c) Partnership (d) Sole proprietorship	1
v	The capital of a company is divided into number of parts each one of which is called: (a) Dividend (b) Profit (c) Interest (d) Share	1
vi	The board of directors of a joint stock company is elected by: (a) Government bodies (b) General public (c) Shareholders (d) Employees	1
5	<b>Answer any 5 out of the given 6 questions</b>	(1x5=5)
i	_____ contains the rules and regulations regarding the company's internal affairs.	1
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	State the clause in MOA that contains the name of the company.	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
6	<b>Answer any 5 out of the given 6 questions</b>	(1x5=5)
i	In _____ type of partnership, the liability of at least 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	_____ is an invitation to the general public to subscribe for shares and debentures.	1

v	Partnership comes to an end in case of_____. (a) Death of a partner (b) Retirement of a spouse (b) 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
<b>SECTION B-SUBJECTIVE TYPE QUESTIONS</b>		
Answer any 3 out of the given 5 questions on Employability Skills Answer each question in 20-30 words.		(2 x 3=6)
7	Explain any two sectors of green economy.	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 two types of motivation?	2
11	State any two benefits of teamwork.	2
Answer any 3 out of the given 5 questions in 20-30 words each .		(2x3=6)
12	Explain any two types of partners	2
13	State the two reasons for issuing prospectus.	2
14	Explain any two type of partnership firms on the basis of duration and liability (Any two points)	2
15	State any two consequences of non-registration of partnership firm.	2
16	Meera, Sam & 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
<b>Answer any 2 out of the given 3 questions in 30-50 words each</b>		(3x2=6)
17	Tata Motors Limited is a joint stock company that manufactures and sells automobiles in India and globally. The company has a large shareholder base and is listed on the Bombay Stock Exchange (BSE) and the National Stock Exchange (NSE). What are the features of Tata Motors Limited being a joint stock company?	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	D&D Ltd. is a manufacturing company that produces electronic components. The company has a production capacity of 1000 units	3

	<p>per day and operates 24 hours a day, 7 days a week.  The company receives an order for 5000 units of a new electronic component. The production process involves three stages: assembly, testing, and packaging.  As a production manager explain the functions of production management.</p>	
	<b>Answer any 3 out of the given 5 questions in 50-80 words each</b>	(4x3=12)
20	<p>XYZ Corporation is a leading manufacturer of office furniture. The company has received an inquiry from a potential customer, ABC Enterprises, regarding the purchase of 50 office chairs (20<sup>th</sup> December 2018)  The Enquiry letter from ABC Enterprises is as follows:  "Dear Sir/Madam,  We are interested in purchasing 50 office chairs for our new office. Could you please provide us with a quote for the same?  Thank you for your time and assistance.  Sincerely,  [John]  ABC Enterprises"  Question:  Draft a suitable reply to the enquiry letter from ABC Enterprises, providing a quote for the office chairs and including all necessary details.</p>	4
21	Explain scope of business (4 points)	4
22	<p>Coca-Cola India is planning to launch a new energy drink, "Energize", targeting the youth segment. The company has conducted market research and found that the energy drink market is growing rapidly in India.  Explain the functions of marketing management.</p>	4
23	Explain the major activities involved in management of business operations.	4
24	<p>Distinguish between memorandum of association and articles of association on the basis of:  (a) Nature  (b) Status  (c) Scope  (d) Relationship</p>	4
THE END		