



Date: 30/07/24
GRADE: XIB

MONTHLY TEST -1(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.

Sl.No		Marks
	SECTION A	
1	c. Use precise words	1
2	c. Visual communication	1
3	C. Wholesale trade	1
4	Non Economic Activity	1
	SECTION B	
5	Brenda is adopting a Passive-Aggressive Communication style. Passive-Aggressive Communication involves: - Appearing to agree or comply (passive) - While harboring underlying feelings of resentment or frustration (aggressive) Examples of Passive-Aggressive Communication from Brenda: - Saying "Sure, I'll get on it" (appearing agreeable) while feeling frustrated and resentful (underlying aggression) - Skipping her own lunches and social events to complete others' work (appearing selfless) while feeling victimized and annoyed (underlying aggression)	2

	<p>- Rationalizing her sacrifices as "doing the right thing" (appearing noble) while feeling angry and resentful (underlying aggression)</p> <p>Brenda's Passive-Aggressive Communication style may lead to:</p> <ul style="list-style-type: none"> - Resentment and burnout - Missed opportunities for genuine connection and collaboration - Unaddressed conflicts and unresolved issues - Damage to her own well-being and relationships <p>It's essential for Brenda to recognize and shift towards a more Assertive Communication style, expressing her needs and feelings directly and respectfully.</p>	
6	<p>Facial Expression Our expressions show our feelings: Happiness, sadness, anger, surprise, fear, etc.</p> <ul style="list-style-type: none"> • Smile when you meet someone • Keep your face relaxed • Match your expressions with what you are saying <p>Posture Postures are positions of the body. They show our confidence and feelings.</p> <ul style="list-style-type: none"> • Keep upper body relaxed and, shoulders straight • Sit straight, rest hands and feet in relaxed position • Keep hands by your sides while standing <p>Gestures or Body Language Gestures describe movements of parts of the body, especially hands or head, to express an idea or meaning. This includes waving, pointing and using our hands when speaking. For example, raising a hand may mean asking a question. Biting nails show nervousness.</p> <ul style="list-style-type: none"> • Avoid pointing at people with your finger • Bend your head a little while 	2

	<p>talking or listening to show that you are paying attention</p> <p>Touch We communicate a great deal through our touch, such as shaking hands and patting on the back. For example, a firm handshake shows confidence. Sports coaches give a pat on the back of players to encourage them.</p> <ul style="list-style-type: none"> • Shake hands firmly • Avoid other touch gestures during formal communication 	
7	<ul style="list-style-type: none"> • Strategic planning • Financing decision • Logistic decision • Innovation and creativity 	2
8	<p>They are the ones which helps in exchange of goods and services.</p> <p>Transportation</p> <p>Warehousing</p>	2
	SECTION C	
9	<p>Language In case of use of incorrect words, unfamiliar language and lack of detail, language can act as a barrier to communicate what one wishes to convey. For example, language can act as a barrier when an Indian who only knows Hindi and a Chinese who only knows Mandarin want to interact with each other.</p> <p>Visual Perception Judging people or situations by how they look. For example, a man wearing torn clothes is poor.</p> <p>Past Experience Letting our earlier experience stop us from understanding or communicating clearly. For example, "This shopkeeper cheated me last time. Let me be careful."</p> <p>Prejudice Fixed ideas, such as thinking "No one in my class listens to me" may stop a student from communicating openly in the class.</p> <p>Feelings Our feelings and emotions, such as lack of interest or not trusting the other person affect communication. For example, "I am sad. Let me not talk."</p> <p>Environment Noise or disturbance in the surroundings may make communication difficult. For example, speaking while walking on road.</p>	4

	Personal factors Your own feelings, habits and ways of thinking (for example, fear, low confidence) may make communication difficult. Culture	
10	According to partnership Act 1932, partnership is the relation between persons who have agreed to share the profits of the business carried on by all or any one of them acting for all. The Companies Act, 2013 defines, "A company as an artificial person having a separate legal entity, perpetual succession and a common seal."	4
	THE END	