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INTERNATIONAL SCHOOL
"We Nurture Dreams"

ANSWER KEY BUSINESS ADMINISTRATION

CLASS 11-TERM 2 EXAMINATION

Section A - Objective Type Questions

1. Answer the following:

- i. Farmers grow food and generate agricultural items for the entire country.
- ii. d) We can understand where we are spending our time and better manage our time if required.
- iii. c) survey
- iv. d) 2-way process
- v. d) Feedback
- vi. b) Nodding while listening

2. Answer any 5 out of 7:

- i. c) Promoters
- ii. a) Board of directors
- iii. b) Partnership deed
- iv. c) Limited liability
- v. Complaint letters
- vi. Congratulatory letters
- vii. Business letters

3. Answer any 6 out of 7:

- i. b) To convey information and facilitate business transactions
- ii. c) Being clear, concise, and well-organized
- iii. a) Formal communication takes place through hierarchical channels whereas informal communication doesn't follow any formal lines of communication.
- iv. c) Order letter
- v. b) To persuade customers to buy a product or service
- vi. d) All of the above



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vii. d) Managing the company's workforce

4. Answer any 5 out of 6:

- i. a) To maximize profits
- ii. Operations management
- iii. One objective of production management is ensuring product quality.
- iv. b) Company
- v. d) Share
- vi. c) Shareholders

5. Answer any 5 out of 6:

- i. Articles of association
- ii. c) Lack of business continuity
- iii. Name clause
- iv. d) 200
- v. a) Company
- vi. b) Partnership
- vii. a) Private

6. Answer any 5 out of 6:

- i. a) General partnership
- ii. a) Partner by holding out
- iii. a) Sleeping partner
- iv. Prospectus
- v. a) Death of a partner
- vi. c) Mutual agency

Section B - Subjective Type Questions

7. Explain any two sectors of the green economy:

Renewable Energy: Focuses on solar, wind, and hydropower.



Waste Management: Includes recycling and sustainable disposal of waste.

8. What are the two main types of questions?

Open-ended questions: Encourage detailed answers.

Close-ended questions: Require specific responses like yes/no.

9. Factors affecting perspectives in communication:

Personal biases: Influence how information is interpreted.

Cultural differences: Affect language and non-verbal cues.

10. What are the two types of motivation?

Intrinsic motivation: Driven by internal factors like self-satisfaction.

Extrinsic motivation: Driven by external rewards like money or recognition.

11. Benefits of teamwork:

Efficiency: Increases productivity through collaboration.

Problem-solving: Leverages diverse skills to find better solutions.

12. Explain any two types of partners:

Active partner: Actively manages the business.

Sleeping partner: Invests but does not manage day-to-day activities.

13. Reasons for issuing prospectus:

To invite public to subscribe for shares.

To provide company details like objectives and financials.

14. Types of partnerships based on duration and liability:

Partnership at will: No fixed term, operates indefinitely.

Limited partnership: At least one partner has limited liability.

15. Consequences of non-registration of partnership firm:

Partners cannot sue in court for disputes.

Firm cannot enforce contracts against third parties.

16. Aspects of a partnership deed:

Profit-sharing ratio

Capital contribution by each partner

17. Features of Tata Motors Limited (joint stock company):

Separate legal entity: Exists independently of shareholders.



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Limited liability: Shareholders' risk is limited to their investments.

Perpetual succession: Continues to exist despite shareholder changes.

18. Answer the following:

a. Promoters select the name of the company.

b. The name "Samsung Ltd." will be rejected as it infringes on an existing trademark.

19. Functions of production management:

Planning: Scheduling and allocating resources for production.

Quality control: Ensuring finished goods meet standards.

Inventory management: Controlling raw materials and finished goods stock.

20. Reply to inquiry letter from ABC Enterprises:

Subject: Quotation for Office Chairs

Dear Mr. John,

Thank you for your inquiry regarding office chairs.

We are pleased to offer our ErgoComfort Office Chair at ₹5,000 per unit. For a bulk order of 50 chairs, we offer a 10% discount, bringing the total to ₹2,25,000. Delivery is free within city limits, and the order will be delivered within 7 business days.

We look forward to your confirmation.

Best regards,

[Your Name]

XYZ Corporation

21. Scope of business (4 points):

Production: Creating goods or services.

Marketing: Promoting and selling products.



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Finance: Managing resources and funds.

HR Management: Hiring and training employees.

22. Functions of marketing management:

Market Research: Understanding consumer needs.

Product Development: Designing products to meet demands.

Pricing Strategy: Setting competitive and profitable prices.

Promotion: Advertising and sales campaigns.

23. Major activities in business operations management:

Planning: Deciding business goals and strategies.

Organizing: Allocating resources and assigning tasks.

Monitoring: Ensuring tasks are completed efficiently.

Improving: Analyzing and optimizing processes.

24. Distinction between MOA and AOA:

Basis	MOA	AOA
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Nature	Defines objectives and scope of the company.	Rules for internal management.
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Status	Mandatory document.	Optional, subject to company rules.
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Scope	Broad and covers all external activities.	Limited to internal governance.
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Relationship	Governs the relationship with outsiders. Governs internal relations between members.	
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