



Date:6/11/23
GRADE: XII B

MONTHLY TEST -03 (2023-24)
BUSINESS ADMINISTRATION (833)

Max marks: 20
Time: 1 Hour

General Instructions:

1. There are 8 questions in the question paper. All questions are compulsory.

Qn. No		Mark
1	Name the shortcut key which is used for 'select all' option. a. Ctrl+C b. Ctrl+X c. Ctrl+Y d. Ctrl+A	1
2	Leadership means inspiring the subordinates with a zeal to do work for the accomplishment of organizational objectives. a. True b. False	1
3	The ITC Company, one of the leading companies in India which deals with consumable goods provide a number of initiatives for the welfare of girls I respect of education. This is an example of..... responsibility of business a. Ethical responsibility b. Social responsibility c. Economic responsibility d. Philanthropic responsibility	1
4	Which combinations of keys do you use to make text slanting a. Ctrl + B b. Ctrl+ V c. Ctrl + I d. Ctrl + Z	1
5	Sequence the steps of inserting a picture in a presentation.	2
6	Ms. Rima is the managing director of 'XYZ' foundation. She always believes in completing the task on time. Therefore, she distributes the work to Vishal, Mayank, Supriya and Suhani as per her discretion. Unfortunately, Vishal meets with an accident and his work is not completed. Hence Rima discusses with Mayank, Supriya and Suhani to meet the deadline. Everybody decided to do overtime and worked accordingly. In the above paragraph, Ms. Rima has displayed two styles of leadership while dealing with her staff. Identify and explain those two leadership styles	4

7	<p>Business has to safeguard not only the interests of the owners but the interest of several other parties also like consumers, suppliers, government, community and the world. Today, only that business is regarded good which takes care of the interest of owner along with interests of all these parties also.</p> <p>a. Identify and give the meaning of the concept stated in the above para.</p> <p>b. Also, explain any two points of importance of identified concept in part.</p>	4
8	<p>What qualities does a leader have in any organization to become a good leader?</p>	6
THE END		