



<b>Date: 1/10/24</b> <b>GRADE: XI</b>	<b>TERM 1 EXAMINATION (2024-25)</b> <b>Business Administration (833)</b>	<b>Max marks: 60</b> <b>Time: 3 Hours</b>
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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>Q.1 Answer any 4 out of the given 6 questions on Employability Skills</b>	(1 x 4 = 4 marks)
i	Which of the following method is used to receive information from the sender? (a) Listening (b) Speaking (c) Telling (d) Writing	1
ii	Which of these is not an appropriate non-verbal communication at work? (a) Putting arm around a coworker's shoulder (b) Shaking hands firmly (c) Looking at the speaker with a smile (d) Standing with an upright posture	1
iii	What are the characteristics of an ideal message? (a) Clear (b) Concise (c) Accurate (d) All of the above	1
iv	Which of the following is not a self-management skill? (a) Problem solving (b) Bargaining (c) Understanding self (d) Confidence building	1

v	Grooming is a term associated with _____. (a)Time management (b)Problem solving (c)Neat and clean appearance (d) Self-management.	1
vi	Dressing and grooming are important because they help us to look_____. (a)Smart (b) Untidy (c)Shabby (d) All of the above	1
2	Answer any 5 out of the given 7 questions	(1x5=5)
i	Application for approval of name of a company is to be made to: (a) SEBI (b) Registrar of Companies (c) Government of India (d) Government of the State in which company is to be registered	1
ii	'Men may come and men may go, but the company exists.' – This explains the characteristics of the company as per Companies Act 1956. (a) Separate legal entity (b) Perpetual Succession (c) Capacity to sue (d) None of the above	1
iii	_____ cannot give an invitation to the public to subscribe for any shares in or debentures of the company. (a) Subsidiary Company (b) Statutory Company (c) Private Company (d) Registered Company	1
iv	Is it compulsory to register a partnership firm?	1
v	Which among the following does not face the problem of profit sharing of business? a) Sole proprietorship b) partnership c) Company d) HUF	1
vi	_____ is the life blood of any business a) Capital/Finance b) Brand image c) Work environment d) Employees	1
vii	NGO's and courts are making business firms more responsible towards consumers and environment protection is an example of impact of _____environment a) Social b) economic c) legal d) political	1
3	<b>Answer any 6 out of the given 7 questions</b>	(1x6=6)
I	The downward communication flow from _____ a) A subordinate to a superior b) A subordinate to a subordinate c) A superior to a superior d) A superior to a subordinate	1
Ii	Internal communication is a communication between _____. a) Banker and customer b) Superiors and subordinate. c) Salesman and buyer d) Insurance company and its customer.	1

iii	Reports from the subordinates to the superiors take the form of a) Upward communication      b) Downward communication c) Face-to-face communication      d) Visual communication	1
iv	Satisfied employees bring good profits for the organization. True or False	1
v	SWOT analysis provides readymade solutions for all the business problems. True or False	1
vi	Stability of Government plays a vital role in the growth and development of a business. True or False	1
vii	Minimum number of persons required to form a cooperative society (A) 10      (B)15      (C)7      (D)2	1
4	<b>Answer any 5 out of the given 6 questions</b>	(1 x 5=5)
I	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
Ii	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
iii	The board of directors of a joint stock company is elected by: (a) Government bodies      (c) General public (b) Shareholders      (d) Employees	1
iv	Who is considered as the head of the family in HUF: (a) co parceners      (c) General public (b) Karta      (d) male member	1
v	_____ refers to integration of our economy with the world economy (a) Liberalization      (b) Privatization (c) Globalization      (d) none of the above	1
vi	What do you mean by entreport	1
5	<b>Answer any 5 out of the given 7 questions</b>	(1x5=5)
i	_____ is not a feature of Joint Stock Company. (a) Separate legal entity      (b) Artificial person (c) Lack of business continuity      (d) Formation	1
ii	What is the maximum limit of members in case of a private company? (a) 50      (b) 100 (c) 7      (d) 200	1

iii	In case of _____ registration is compulsory. (a) Company (b) Partnership (c) Sole proprietorship (d) Joint Hindu family business	1
iv	_____ company needs to have minimum two directors. (a) Private (b) Sole proprietorship (c) Public (d) One-person company	1
v	Profits do not have to be shared. This statement refers to _____. (a) Company. (b) Sole proprietorship (c) Joint Hindu family business. (d) Partnership	1
vi	Which of the following is an example of social environment? (a) Money supply in the economy (b) Consumer protection act (c) The constitution of the country. (d) Composition of family	1
vii	Even though the political conditions vary from country to country, they impact the sentiment of an investor in the business, if the instability of the political conditions cause uncertainty and make it difficult for him to predict the future. Which feature of the Business Environment is being highlighted in the above statement?  (a) Specific and general forces. (b) Dynamic nature (c) Relativity. (d) All of the above	1
6	<b>Answer any 5 out of the given 6 questions.</b>	(1x5=5)
i	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
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	The activities which are performed to earn livelihood are called as (a) Religious activity (b) Economic activity (c) Human activity (d) Non economic activity	1
v	Which among the following performs the function of storing the goods both for manufacturers & traders till they decide to sell the goods? (a) advertising (b) warehousing (c) banking (d) insurance	1
vi	The element of risk is highest in _____. (a) Economic activity (b) Business (c) Services (d) profession	=-1

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.</b>	(2 × 3=6)
7	Write any two practicing of assertive communication?	2
8	What are the two main types of questions?	2
9	What is time management and how can you manage your time?	2
10	Explain goal setting.	2
11	Explain the meaning of self-motivation.	2
	<b>Answer any 3 out of the given 5 questions in 20-30 words each.</b>	(2x3=6)
12	Explain the significance of business correspondence (2 points)	2
13	State the two reasons for issuing prospectus.	2
14	Mangal, Sazia & 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
15	Define partnership.	2
16	Which factors give rise to opportunities and threats?	2
	<b>Answer any 2 out of the given 3 questions in 30-50 words each</b>	(3x2=6)
17	Explain the difference between Downward, Upward and Horizontal communication.	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	Explain any 3 features of a cooperative society	3
	<b>Answer any 3 out of the given 5 questions in 50-80 words each</b>	(4x3=12)
20	Explain the different forms and types of business letter.	4
21	You are RRG School Uniform Sadar Bazar, Delhi, leading distributor of school uniforms interested in purchasing school uniform socks from Aggarwal Uniform Stores Model Town, Delhi. Write an enquiry letter to Aggarwal Uniform Stores Model Town, Delhi dated on 20th December, 2018 about the catalogue and favourable prices.	4

22	Distinguish between memorandum of association and articles of association on the basis of: (a) Nature (b) Status (c) Scope (d) Relationship	4
23	A) What do you mean by environmental analysis? B) Explain about the major technique used here.	1 3
24	Explain the different types of business operations on the basis of ownership	4
	THE END	