



B.K. BIRLA CENTRE FOR EDUCATION

**SARALA BIRLA GROUP OF SCHOOLS
A CBSE DAY-CUM-BOYS' RESIDENTIAL SCHOOL**

PRE-BOARD 1 EXAMINATION, 2025-26 BUSINESS ADMINISTRATION 833

**Class: XII
Date: 12/11/2025
Admission no:**

MARKING SCHEME

**Time: 3 Hrs.
Max Marks: 60
Roll no:**

Q1) Answer any 4 out of the given 6 questions on employability skills (1x4=4 marks)

- i) The first step to become result oriented is setting clear and achievable goals.
- ii) d) Insert
- iii) b) Slides
- iv) a) Self awareness
- v) a) Service entrepreneurs
- vi) b) Start-up company

Q2) Answer any 5 out of the given 7 questions (1x5=5 marks)

- i) Coordination
- ii) c) Functional foremanship
- iii) c) Controlling
- iv) c) Emotional Barrier
- v) d) Relatedness
- vi) Ethical approach to CSR
- vii) d) Time consuming

Q3) Answer any 6 out of the given 7 questions (1x6=6 marks)

- i) Visual communication
- ii) Safety needs
- iii) Empathy
- iv) b) Legal
- v) Unity of command
- vi) Performance appraisal
- vii) d) Top

Q4) Answer any 5 out of the given 6 question (1x5=5 marks)

- i) Intangible force
- ii) a) Democratic
- iii) Principle of discipline
- iv) b) Profitability
- v) Shareholders or Investors
- vi) a) ii, i, v, iv, iii

Q5) Answer any 5 out of the given 6 questions (1x5=5 marks)

- i) c) Formal leader plays an important role in enforcing group norms.
- ii) c) A dynamic function
- iii) Profession is an occupation requiring specialized knowledge and training.
- iv) Divisional structure
- v) Theory Z
- vi) c) Coherent

Q6) Answer any 5 out of the given 6 questions (1x5=5 marks)

- i) Taking corrective action
- ii) Internet or Email communication
- iii) Principle of stability of tenure
- iv) c) Higher specialization
- v) a) Charismatic leader
- vi) a) Free-rein leadership

SECTION – B: SUBJECTIVE TYPE QUESTIONS

- 7) Two ways are: (a) Observing market trends and needs, (b) Conducting surveys and feedback.
- 8) Four presentation softwares are: Microsoft PowerPoint, Google Slides, Prezi, Canva.
- 9) Service entrepreneurs are those who identify needs of customers and provide services to meet them.
- 10) He can manage stress by: (a) Practicing meditation, (b) Delegating responsibilities effectively.
- 11) People with borderline personality disorder lack self-worth, leading to unstable relationships and emotions.
- 12) Two advantages of Authoritarian leadership: Quick decision-making and clear direction.
- 13) Intellectual leaders lead through knowledge; Institutional leaders through organizational authority.
- 14) Job enrichment means redesigning jobs to make them more meaningful and satisfying for employees.
- 15) A procedure is a series of steps to be followed for routine activities, e.g., procedure for employee leave approval.
- 16) Mental revolution involves change in attitude of managers and workers towards each other and work.
- 17) Advantages of informal communication: (a) Builds team spirit, (b) Quick information flow, (c) Reduces misunderstandings.
- 18) Gang plank is a shortcut in scalar chain allowing communication between employees at the same level, e.g., two department heads communicating directly.
- 19) The incentives highlighted are: (a) Non-monetary (Recognition – Employee of the Year), (b) Monetary (Profit-linked rewards).
- 20) Yes, I agree with Rahul. (a) Management helps in achieving group goals, (b) Reduces wastage through coordination, (c) Ensures efficient resource utilization.
- 21) i) Function: Planning. ii) Steps: Setting objectives, developing premises, identifying alternatives, evaluating alternatives, selecting best one, implementing plan, and follow-up.
- 22) Advantages of E-business: (a) Wider market reach, (b) 24x7 accessibility, (c) Cost efficiency, (d) Improved customer interaction.
- 23) The company ignored legal responsibility by not following labelling regulations set by government.
- 24) Leadership motivates employees, improves communication, fosters innovation, and helps in achieving organizational goals.

*****ALL THE BEST*****