



BK BIRLA CENTRE FOR EDUCATION
SARALA BIRLA GROUP OF SCHOOLS
SENIOR SECONDARY CO-ED DAY CUM BOYS' RESIDENTIAL SCHOOL



PERIODIC TEST-2 (2024-25)

BUSINESS ADMINISTRATION (833)

Class : **XI Commerce**
 Date : **03/12/2024**
 Admission No: _____

Duration: **1Hr**
 Max. Marks: **25**
 Exam No. _____

General Instructions:

Read the following instructions very carefully and strictly follow them:

- i. This question paper contains 12 questions.**
- ii. All questions are compulsory.**
- iii. Marks are indicated against each question.**

1.	Communication is aprocess of understanding between two or more persons-sender or receiver. a) Motivational b) Easy c) Difficult d) Two-way	(1)
2.	The written form of communication is called..... a) Grapevine b) Downward communication c) Business correspondence d) Decoding	(1)
3.	Owner's capital is long term source of capital. [True or False]	(1)
4.is the life blood of business. a) Finance b) Goods c) People d) Owner	(1)
5.estimates the current and future manpower requirements of the business. a) Market Planning b) Human Resource Planning c) Budgeting d) Financial Analysis	(1)
6.	What is Downward Communication?	(2)
7.	What is Upward Communication?	(2)
8.	What is Job Analysis?	(2)
9.	What is the difference between formal and informal communication?	(3)
10.	What is Financial Management? State any two objectives of it.	(3)
11.	Discuss the Objectives of Production Management.	(4)
12.	Discuss first four 7 Cs of Effective Communication.	(4)

ALL THE BEST
