



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



ANNUAL EXAMINATION 2024-25

Business Administration (833)


Class : **XI Commerce**
Date : **22 /FEB/2024**
Admission No.: _____

Duration: **3 Hrs.**
Max. Marks: **60**
Roll No.: _____

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **24 questions** in two sections – Section A & Section B.
3. Section A has **Objective type questions** whereas Section B contains **Subjective type questions**.
4. **Out of the given (6 + 18 = 24) questions, candidate has to answer (6+11=17) questions in the allotted (maximum) time of 3 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section has **06 questions**.
 - ii. There is no negative marking.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section contains **18 questions**.
 - ii. A candidate has to do **11 questions**.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q.1	Answer any 4 out of the given 6 questions on employability skills	(1×4 = 4 marks)
i	Identify the exchanging information image give below of Visual Communication : (a) Sign for slippery surface (b) Sign showing railway crossing (c) Sign of flammable substances (d) Traffic symbol which communicates us not to blow horn	1
		
ii	In the word TEAM Letter 'T' Stands for (a) Together (b) Take (c) True (d) Tomorrow	1
iii	State whether the following statement is <u>True or False</u> : Networking is getting to know people, staying in touch with them over time and using their knowledge or skill in a way that it helps both parties.	1
iv	New, Open, Close, Same are _____ commands (a) View (b) Edit (c) Style (d) File	1
v	Price and Location are two important aspects which should be considered while understanding customers' needs. (a) True (b) False	1
vi	What is sustainable development? (a) Economic Development (b) Political Development (c) Social Development (d) Development for Future Generation	1

Q.2	Answer any 5 out of the given 7 questions	(1×5 = 5 marks)
i	<p>Which of the following is treated 'Profession'.</p> <p>(a) Rahul is selling books on behalf of his employees</p> <p>(b) Priya is practicing law or doing legal practice.</p> <p>(c) Mohan cart-vendor selling toys in a fair</p> <p>(d) None of the above</p>	1
ii	<p>The systems approach</p> <p>(a) Emphasises the psychological and social aspects</p> <p>(b) Emphasises the technical requirements of organization and needs</p> <p>(c) Encourages managers to view the organization both as a whole and as part of a larger environment</p> <p>(d) All of the above</p>	1
iii	<p>“A product is anything that can be offered to a market for attention, acquisition, use or consumption that might satisfy a want or need. It includes physical objectives, services, person, places, organisations and ideas.” This definition is given by</p> <p>(a) Shostack</p> <p>(b) Phillip Kotler</p> <p>(c) Manzini</p> <p>(d) None of these</p>	1
iv	<p>Members may come; members may go, but the goes on forever. What is the appropriate word for company?</p> <p>(a) Separate Legal Entity</p> <p>(b) Perpetual Succession</p> <p>(c) Limited</p> <p>(d) Common Seal</p>	1
v	<p>Which clause of Memorandum of Association explains the scope and extent of company's power?</p> <p>(a) Situation Clause</p> <p>(b) Liability Clause</p> <p>(c) Object Clause</p>	1

	(d) Capital Clause	
vi	What does "Courtesy" in Communication Suggest?	1
vii	It refers to that process through which a special identification of product is established. Which process is referred here (a) Branding (b) Grading (c) Standardization (d) Packaging	1
Q.3	Answer any 6 out of the given 7 questions	(1×6 = 6 marks)
i	Which model of Organisational Behavior is an extension of supportive model?	1
ii	Give the two examples of Non-Economic Activity.	1
iii	Environment is a source of various resources for running a business enterprise assembles various resources called inputs like Money, Machine, Material, Men, etc. from its environment including financiers, government and suppliers. Which importance of business environment is highlighted by this statement? (a) It helps in tapping useful resources. (b) It helps in coping with rapid changes. (c) It helps in assisting in planning and policy formulation. (d) It helps the firm to identify threats and early warning signals.	1
iv	Difference between goods and services based on Physical existence.	1
v	"He enjoys all gains and bears all losses." To which business organization is this statement related?	1
vi	In which business organization the advantage of availability of more financial resources and continuity of business is available?	1
vii	'Rumors' are spread in which type of communication.	1
Q.4	Answer any 5 out of the given 6 questions	(1×5 = 5 marks)
i	Which of the following is the function of marketing? (a) Promotion (b) Physical Distribution (c) Transport (d) All the above	1

ii	Macro Organizational behaviors done at _____ level. (a) Group Level (b) Individual Level (c) Organizational Level (d) All Level	1
iii	"Control by a single individual is the best in the world if that person is so capable of managing all the affairs by himself." This statement refers to which type of business Organization?	1
iv	With the introduction of Photostat Machines in the market, the carbon paper industry was adversely affected. Which component of environment was responsible for it? (a) Economic (b) Political (c) Technological (d) All the above	1
v	Classify services on the basis of seller.	1
vi	'One person one vote' principle is related to which Business organisation? (a) Sole Proprietorship (b) Company (c) Partnership (d) Cooperative Society	1
Q.5	Answer any 5 out of the given 6 questions (1×5 = 5 marks)	
i	Following are the features of 'Partnership'. One is not. Identify the one which is not the features of partnership. (a) More than one person (b) Contractual Relationship (c) Profit Motive and sharing of profit (d) Limited Liability	1
ii	'Making appeal or request to superior' comes under" (a) Downward Communication (b) Upward Communication (c) Horizontal Communication (d) Informal Communication	1

iii	The process of examining the applicants which ensures that only the most appropriate persons have been appointed is _____. (a) Recruitment (b) Selection (c) Training (d) Management	1
iv	Which refers to interaction of forces between group members in a social situation (a) Group Dynamics (b) Group cohesiveness (c) Group work (d) None of the above	1
v	Mention the name of that auxiliary to trade which removes hindrance of place.	1
vi	Alphabet 'S' in SWOT refers as (a) Smart (b) Strength (c) Suitable (d) Satisfaction	1

Q.6	Answer any 5 out of the given 6 questions	(1×5 = 5 marks)
i	'Though branding adds to the cost, it provides several advantages to the consumers.' In the light of the statement, state any one advantage of branding to customers. In case of Homogeneous product.	1
ii	Reducing the role of public sector and increasing the role of private sector falls under_____. (a) Liberalisation (b) Privatisation (c) Liberalisation and Privatisation (d) Globalisation	1
iii	The limits of the company are specified by : (a) Articles of Association (b) Memorandum of Association (c) Prospectus (d) Certificate of incorporation	1

iv	What is Business Letter?	1
v	Following are the functional area of management except one. Identify:- (a) Production Management (b) Financial Management (c) Marketing Management (d) Disaster Management	1
vi	Mention the type of Groups on the Basis of size.	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

•	Answer any 3 out of the given 5 questions in 20-30 words each	(2×3 = 6 marks)
Q.7	Write two to three lines you would use to introduce yourself.	2
Q.8	What are the benefits of working in a team?	2
Q.9	List any two benefits of using a word-Processor to write a report.	2
Q.10	Who is an Entrepreneur? Give an example.	2
Q.11	Mention any two roles of Government for the success of promoting Green Economy?	2

•	Answer any 3 out of the given 5 questions in 20-30 words each	(2×3 = 6 marks)
Q.12	What is meant by Business Environment?	2
Q.13	Identify and briefly explain type of customers who remain Loyal towards the Brand.	2
Q.14	What is meant by Partnership	2
Q.15	Why Business correspondence should be simple and clear?	2
Q.16	Briefly mention the two types of Information Letter.	2

•	Answer any 2 out of the given 3 questions in 30-50 words each	(3×2 = 6 marks)
Q.17	Explain the following features of Business Environment with relevant examples (i) Complex (ii) Uncertainty	3
Q.18	"Organization is the process of defining and grouping the activities of the enterprise and establishing the authority relationship among them." In the light of this statement.	3

	Explain the Three advantages of organization.	
Q.19	Name the Principal document submitted to the Registrar of companies for the formation of a company. List its content.	3
•	Answer any 3 out of the given 5 questions in 50-80 words each	(4×3 = 12 marks)
Q.20	How would you classify business activities? Briefly Discuss.	4
Q.21	Difference between Product and Services on the following basis: 1. Who comes to whom 2. Quality 3. Tangibility 4. Scalability	4
Q.22	Partnership is considered by some to be a relatively unpopular form of business ownership? State any four Limitations of Partnership.	4
Q.23	Human Resource Management includes many specialized activities and duties which the human resource personnel must perform. In the light of this statement, explain any four such functions performed by Human Resource Manager?	4
Q.24	Managers can describe How people behave in different condition and Understand why they behave differently. Also they tried to predict the future behavior of employee and control the behavior at work through team efforts Skill development etc. (i) Which concept has been highlighted in the above lines? (ii) Explain any three points of Importance of the identified concept?	4

ALL THE BEST
