



**INDIAN SCHOOL MUSCAT**  
**DEPARTMENT OF COMMERCE AND HUMANITIES**  
**SENIOR SECTION**  
**CLASS – XI**



**BUSINESS ADMINISTRATION (833)**  
**WORKSHEET No: - 01**  
**Introduction to Business Operations**

Date:-----

**Answer in one sentence (1 or 2 marks each)**

1. What is operations management?
2. What is the final outcome of an industrial activity?
3. Explain the term commerce.
4. Name the occupation in which people work for others and get remunerated in return.
5. How can we remove the hindrances of place and time?
6. Give two examples for primary and secondary industry.
7. Explain how economic activities are different from non-economic activities.
8. How is analytical industry different from synthetic industry?
9. Mention the ways of increasing the value of business.
10. What do you mean by business operations?

**Answer in around 75 words (3 or 4 marks each)**

1. What are secondary industries? Mention the different types of secondary industry.
2. Write three fundamental management imperatives.
3. Explain the three types of business operations.
4. Differentiate between industry, commerce and trade.
5. Explain any three auxiliaries to trade.
6. Compare Business, Profession and Employment.
7. Explain why business is considered as an economic activity.
8. Explain transportation and the different modes of transportation.
9. Describe the activities relating to commerce.
10. Explain the concept “management of business operations”.

**Answer in around 150 to 200 words (5 or 6 marks each)**

1. Briefly explain the characteristic of business.
2. Explain with examples the various types of industries.
3. Elaborate the different types of trade.
4. Explain the role of profit in business.
5. Mohan Pvt Ltd just commenced the business of biscuits. Explain the auxiliaries required for the smooth functioning of this new set enterprise.



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**WORKSHEET No: - 02**  
**Business Environment**



Date:-----

**Answer in one sentence (1 or 2 marks each)**

1. Why do we say that business environment dynamic in nature?
2. Expand SWOT analysis.
3. Mention the concept which states free movement of goods and business between the countries.
4. Mention the 4 M's required in a business.
5. What is liberalisation?
6. What do you mean by business environment?
7. Why do we say that business environment is uncertain?
8. Mention any two specific forces of business environment.
9. What do you mean by opportunities and threats in business?
10. Explain briefly specific and general forces of a business organisation.

**Answer in around 75 words (3 or 4 marks each)**

1. Differentiate macro and micro forces.
2. Give two examples of economic environment.
3. Name the external environment of the business for the following :
4. Life Styles b. Consumer Protection Act 1986 c. Inflation rates
5. Give the three examples of social environment.
6. Briefly explain liberalization, privatisation and globalisation.
7. Mention the characteristics of business environment.
8. Differentiate between economic, social, legal and technological environment
9. Draw the chart on the various dimensions of business environment.
10. The compulsory warning "Cigarette smoking is injurious to health" comes under which external force? Explain.
11. Explain the importance of business environment.

**Answer in around 150 to 200 words (5 or 6 marks each)**

1. "Business is what its environment has made it". Explain
2. Explain with examples the various dimensions of business environments.
3. How would you argue that success of a business enterprise is influenced by environment?
4. How would you characterise business environment?
5. Explain with examples the difference general and specific environment.