

Roll Number

A



INDIAN SCHOOL MUSCAT FIRST PRE – BOARD EXAMINATION

BUSINESS ADMINISTRATION

CLASS: XII

Sub. Code: 833

Time Allotted: 03 hours

06.01.2020

Max. Marks: 70

General Instructions:

- This Question Paper consists of two parts viz. Part A: Employability Skills and Part B: Subject Skills.
- Part A: Employability Skills (10 Marks)
 - i. Answer any 4 questions out of the given 6 questions of 1 mark each.
 - ii. Answer any 3 questions out of the given 5 questions of 2 marks each.
- Part B: Subject Skills (60 Marks):
 - i. Answer any 10 questions out of the given 12 questions of 1 mark each.
 - ii. Answer any 7 questions from the given 9 questions of 2 marks each.
 - iii. Answer any 7 questions from the given 9 questions of 3 marks each.
 - iv. Answer any 3 questions from the given 5 questions of 5 marks each.
- This question paper contains 46 questions out of which 34 questions are to be answered.
- All questions of a particular part/section must be attempted in the correct order.
- The maximum time allowed is 3 hrs.

PART A: EMPLOYABILITY SKILLS (10 MARKS)

Answer any 4 questions out of the given 6 questions of 1 mark each:

1. The response to a sender's message is called _____. 1
a) Food Bank b) Feed Back c) Food d) Back
2. Which of the following is not a self-management skill? 1
a) Problem solving b) Bargaining
c) Understanding self d) Confidence building
3. Which is NOT the quality of an entrepreneur 1
a) Self-discipline b) Persistence c) Creative thinking d) Non-risk taking
4. Most important piece of hardware is 1
a) Central Processing Unit (CPU) b) Mouse c) Keyboard d) Monitor
5. Who is responsible for the success of green economy in the country 1
a) Government b) Social Workers c) Individual citizens d) All of the above
6. Identify the keyboard short cut for 'Save As' 1
a) Ctrl+s b) Shift+Ctrl+s c) Ctrl A d) Ctrl Z

Answer any 3 questions out of the given 5 questions of 2 marks each:

7. List down the steps to set line spacing 2
8. How can you acquire good listing skills? 2
9. What are the main qualities of an entrepreneur? 2
10. What do you mean by "Slide". 2
11. Explain the relationship between society and environment, ecosystem and deforestation causing imbalance. 2

PART B: SUBJECT SKILLS (60 MARKS)

Answer any 10 questions out of the given 12 questions (1 x 10=10)

12. _____distinguishes managerial position from a non-managerial one. 1
 a) Manipulating others b) Concern for the law
 c) Increasing efficiency d) Coordinating and integrating other's work
13. Understanding building codes would be considered a _____ skill for a building contractor. 1
 a) Human b) Technical c) Conceptual d) Empirical
14. Which of the following is Not a principle of management given by Taylor 1
 a) Science, not rule of Thumb b) Functional foremanship
 c) Maximum, not restricted output d) Harmony not discord
15. The essence of management is 1
 a) co-ordination b) planning c) organising d) Directing
16. Principles of management are not ----- 1
 a) Universal b) Flexible c) Absolute d) Behavioral
17. How are the principles of Management formed? 1
 a) In a laboratory b) By experience of a manager
 c) By experience of customers d) Adaptation to changing technology
18. The principles of management are significant because of ----- 1
 a) Increase in efficiency b) Initiative
 c) Optimum utilization of resources d) Adaptation to changing technology
19. The communication network in which all subordinates under a supervisor communicate though supervisor only is: 1
 a) Single chain b) Inverted-v c) Wheel d) Free flow
20. Mr. A has been appointed as a new manager at ABC ltd. Company. He is worried about gathering financial, human, and physical and other relevant resources needed to accomplish his goal. Which function is he predominantly worried about? 1
 a) Controlling b) Leading c) Planning d) Organizing

21. Leadership today is increasingly associated with the concept of _____? 1
 a) Strategy b) Command c) Control d) Getting others to follow
22. Rearrange the steps in the decision- making process logically. 1
 A. Identification of a problem
 B. Identification of decision criteria
 C. Allocation of weights to criteria
 D. Development of alternatives
 E. Analysis of alternatives
 F. Selection of an alternative
 G. Implementation of the alternative
 a. GFEDCBA
 b. CDBAFEG
 c. ABCDEFG
 d. GCDABEF
23. What does the acronym SMART stand for? 1
 a) Suitable, measurable, actionable, rewarded and timely
 b) Specific, measurable, actionable, resourced and timely
 c) Standardised, measurable, achievable, rewarded, and timely
 d) Specific, measurable, achievable, rewarded and timely
- Answer any 7 questions out of the given 9 questions of 2 marks each (7 x 2 =14)**
24. Explain management as a Science 2
 25. Define delegation. 2
 26. What are the main functions of lower level or first line management? 2
 27. It involves assigning duties, grouping tasks, establishing authority and allocating resources required to carry out a specific plan. Find out the function. Define it. 2
 28. How is motivation different from motivator? 2
 29. What do you understand by social responsibility of business? How is different from legal responsibility? 2
 30. "Human beings cannot be motivated only through monetary incentives; non-monetary incentives are also necessary to motivate them." Explain any two such non-monetary incentives. 2
 31. Define B2B. Explain the main activities involved in B2B transactions. 2
 32. Define intra business transactions. 2
- Answer any 7 questions out of the given 9 questions of 3 marks each: (7 x 3=21)**
33. Dominos Pizza's keep introducing new variety of Pizza's in its menu. Which characteristic of management is highlighted in this? Explain any other two characteristics of management? 3
 34. Your father wants you to do M.B.A before joining family business. What does this show about the nature of management? Explain the nature of management. 3
 35. Which principle of management emphasises on 'We' instead of 'I' in common conversation. Define and explain the principle of management discussed here. 3
 36. Why recruitment is called positive process? 3

37. Differentiate between centralization and decentralization 3
38. Explain briefly three points of distinction between 'on the job training' and 'off the job training'. 3
39. Motivating Employees is Essential to Successful Management. 3
40. Define controlling and find out the importance of Controlling in management. 3
41. Give the meaning of social responsibility of business. State any 3 reasons in favors of assuming social responsibility? 3

Answer any 3 questions out of the given 5 questions of 5 marks each (3 x 5 = 15)

42. Discuss any five Principles of management as laid down by Herry Fayol. 5
43. "Though Planning is an important function of management. It is not remedy for all managerial problems". Do you agree? Give reason in support of your answer. 5
44. The organizations which are keen on developing effective communication, should adopt suitable measures to overcome the barriers to communication and improve communication effectiveness.' Suggest and explain any such five measures. 5
45. Are the principles of management given by Fayola and the principles of scientific management given by R.W. Taylor mutually complementary? Give reasons to support your answer. 5
46. Co-ordination is the essence of management. Do you agree? Give reasons. 5

End of the Question Paper