

INDIAN SCHOOL MUSCAT**ANNUAL EXAMINATION****FEBRUARY 2020****SET A****CLASS XI****Marking Scheme – BUSINESS ADMINISTRATION**

Q.NO.	Answers	Marks (with split up)
1.	Using chemical fertilizers	1
2.	Both (a) and (b)	1
3.	Face to face interaction	1
4.	It is the study of the sounds we make when we speak.	1
5.	Ctrl + N	1
6.	Demotivated	1
7.	Specific, Measurable, Achievable, Realistic and Time bound	2
8.	Internal and External motivation-point with explanation	2
9.	Thinking skill to complete task on time, make proper use of time, replace useless activities with productive activities, avoid delay in any planned activities- any two points	2
10.	Entrepreneurs, citizens or government –any two with reasons	2
11.	Recruitment	1
12.	Organization Behaviour	1
13.	Line organization	1
14.	Partnership deed	1
15.	Committee organization	1
16.	Unlimited liability	1
17.	Two	1

18.	Business correspondence	1
19.	B Strength, Weakness, Opportunities and Threats	1
20.	C Possibility of inadequate profits or even losses	1
21.	D Both should be present at the same time	1
22.	A Removes the hindrances of place	1
23.	Loyal consumers Discount consumers Point with explanation	1+1
24.	Basis – Tangibility, Storability, Perishability, Ownership, Variability and User participation. Any two differences	1+1
25.	Specific forces - controllable factors by the business. General forces – uncontrollable forces of the business.	1+1
26.	First two stages in the formation of a company: Promotion – Conceiving a business idea and taking initiative in its formation Incorporation- Registration of the firm with the registrar. Point with explanation	1+1
27.	Structure of line organization- explain Line and staff organization has two separate staffs called industrial engineer and research engineer.	1+1
28.	Basis of differences – Objective, relationship, position , validity and alteration Any two differences	1+1
29.	Economic environment – Economic policies, interest rates, rate of inflation etc. which affect the business. Social environment – Social factors such as traditions, customs, values, belief etc. of people in the society.	1+1
30.	Forming stage – New members, members are strangers, little agreement on the norms of the group. Requires proper guidance by the management.	1+1

	Storming stage – Conflicts and turf battles between the members, resists control by others. Requires listening, compromise and clarification of problems by the management.	
31.	Technological environments – Scientific developments, innovations, new methods of production and new techniques of operating a business. Political environments – Political conditions such as stability of the government, attitude of elected representatives etc.	1+1
32.	Fish hatchery – Genetic industry Sugar and Paper – Processing industry Cement – Synthetic industry Point with explanation	1+1+1
33.	Nature of work Business – Buying and selling of goods and services. Profession – Rendering professional service Employment – Working according to the contract Reward Business – Profit Profession – Professional fee Employment – Wages and salaries	1+1+1
34.	Classification of products on the basis of shopping habits Convenience goods Shopping goods Unsought goods Point with explanation	1+1+1
35.	Importance of organization Specialization Role clarity Clarity in working relationships Optimum utilization of resources Development of personnel Coordination Any three point with explanation	1+1+1

36.	<p>Chart of line or scalar organization</p> <p>Sales manager- salesmen Production superintendent – foreman Accountant – office staff</p>	1+1+1
37.	<p>Bases of difference –</p> <p>Number of members No. of directors Use of word limited Transferability of shares Index of members Issue of prospectus</p> <p>Any three differences</p>	1+1+1
38.	<p>Internal correspondence- Communicating within the departments between branches and between people in the same department</p> <p>External correspondence – Communication with other business firms Sales correspondence – Correspondence on sales related activities</p>	1+1+1
39.	<p>Three levels of management :–</p> <p>Top level- BOD, MD,CEO ,CFO Middle level-Departmental heads such as Production management, Finance management, Sales management , Human resource management, Marketing management Lower level - Supervisors, Foremen and superintendent</p> <p>Point with explanation</p>	1+1+1
40.	<p>Types of formal groups –</p> <p>Command group Task group Functional group</p> <p>Point with explanation</p>	1+1+1
41.	<p>Characteristics of business:</p> <p>Economic activity Purchase /production of goods and services Sale / Exchange of goods and services Regularity in dealings Earn profit Business risk</p> <p>Point with explanation</p>	1+1+1+1+1

42.	<p>Features of Joint stock company:</p> <p>Artificial person Separate legal entity Perpetual existence Liability Common seal Control and risk bearing</p> <p>Point with explanation</p>	1+1+1+1+1
43.	<p>Features of partnership:</p> <p>Risk bearing Formation Decision making Control Mutual agency Membership Continuity</p> <p>Point with explanation</p>	1+1+1+1+1
44.	<p>Functions of production management:</p> <p>Optimum use of resources Production planning Production control Maintenance of machineries Quality control Inventory control</p> <p>Point with explanation</p>	1+1+1+1+1
45.	<p>Functions of management:</p> <p>Planning Organizing Staffing Directing Controlling</p> <p>Point with explanation</p>	1+1+1+1+1