

**INDIAN SCHOOL MUSCAT**  
**CLASS: 11**  
**FIRST PERIODIC ASSESSMENT**  
**BUSINESS ADMINISTRATION (833)**  
**SET - A**

QP. NO.	VALUE POINTS	SPLIT UP MARKS														
1.	Partnership is a relationship between persons who have agreed to share the profits of the business carried on by all or any one of them acting for all.	1														
2.	<p>a. <b>Internal correspondence-</b> Internal correspondence is a written communication between the employees working under the same units, communication between different departments and communication between branches of the same organisation. It includes promotion letters, notice to explain, letter of approval or dismissal, memorandum etc.</p> <p>b. <b>External correspondence-</b> External correspondence takes place between different organisations or between an organisation and their individual clients. It is a form of written communication made by a company to those who don't belong to their organisation. It is commonly made to suppliers, creditors , financial institutions, customers, government etc.</p> <p>c. <b>Sales correspondence-</b> Sales correspondence refers to sales related communication. It is not limited to just selling a product or service , but it also includes other activities relating to sales. Eg : Offer letters, discount letters, marketing letters, sales proposal, order or confirmation etc.</p>	1+1+1														
3.	Consequences of non-registration of a partnership firm: a. Firm cannot file a case against any of its partners. b. Partner cannot file a case against a firm. c. Firm cannot file a case against third parties.	1+1+1														
4.	Steps in the formation of the company: a. Promotion – Conceiving a business idea and taking steps in its formation. b. Incorporation – Registration of the firm with the registrar of the companies. c. Capital subscription – Inviting the public to subscribe for its shares.	1+1+1														
5.	<table><tr><th>Public company</th><th>Private company</th></tr><tr><td>Minimum members-7</td><td>Minimum members -2</td></tr><tr><td>Maximum members- Unlimited</td><td>Maximum members-200</td></tr><tr><td>Minimum directors-3</td><td>Minimum directors-2</td></tr><tr><td>No restriction in Transfer of Shares</td><td>Restriction on transfer of shares</td></tr><tr><td>Can invite its public to subscribe to its shares</td><td>Cannot invite public to subscribe to its shares</td></tr><tr><td>Can start only after the receipt of certificate of commencement</td><td>Can start after receiving the certificate of Incorporation</td></tr></table>	Public company	Private company	Minimum members-7	Minimum members -2	Maximum members- Unlimited	Maximum members-200	Minimum directors-3	Minimum directors-2	No restriction in Transfer of Shares	Restriction on transfer of shares	Can invite its public to subscribe to its shares	Cannot invite public to subscribe to its shares	Can start only after the receipt of certificate of commencement	Can start after receiving the certificate of Incorporation	1+1+1 +1+1
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6.	Principles of business correspondence: a. Correctness b. Clarity c. Completeness d. Consideration e. Concreteness f. Conciseness g. Courtesy  ( Any 5 with explanation )	1+1+1 +1+1														

