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INDIAN SCHOOL MUSCAT  
FIRST PERIODIC ASSESSMENT

**BUSINESS ADMINISTRATION**

CLASS: XI

Sub. Code: 833

Time Allotted: 50 Minutes

12.11.2019

Max. Marks: 20

**General Instructions:**

- All questions are compulsory.
- There are total 06 questions in all.
- Marks for each question are indicated against it.
- Answer should be brief and to the point.

1. Define 'Partnership'. 1
2. Explain the flowing types of business correspondence :
  - a. Internal correspondence 3
  - b. External correspondence
  - c. Sales correspondence
3. The registration of a partnership firm is not compulsory. Mention the consequences of non – registration of a partnership firm. 3
4. Explain the first three steps in the formation of a company. 3
5. Differentiate between a public and private company. 5
6. Describe any five principles of business correspondence. 5

**End of the Question Paper**