



**INDIAN SCHOOL MUSCAT  
SECOND TERM EXAMINATION  
BUSINESS ADMINISTRATION (833)**

CLASS: XI

Time Allotted: 2 hrs

26.02.2022

Max. Marks: 30

**GENERAL INSTRUCTIONS:**

1. Please read the instructions carefully
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
  - (a) Questions numbers 1 to 4 are one mark questions. Attempt any three questions.
  - (b) Questions numbers 05 and 06 are two marks questions. Attempt any one question.
4. Section B is of 17 marks and has 16 questions on Subject Specific Skills.
  - (a) Questions numbers 7 to 13 are one mark questions. Attempt any five questions.
  - (b) Questions numbers 14 to 18 are two marks questions. Attempt any three questions.
  - (c) Questions numbers 19 to 22 are three marks questions. Attempt any two questions.
5. Section C is of 08 marks and has 03 competency-based questions.
  - (a) Questions numbers 23 to 25 are four marks questions. Attempt any two questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.

**Section A - Employability Skills**

**Questions numbers 1 to 4 are one mark questions. Attempt any three questions.**

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|----|---|---|
| 1. | An entrepreneur is responsible to overcome these failures, learn from them and keep going, no matter what happens. Identify the Values of an Entrepreneur discussed here. | 1 |
| 2. | What is Green India Mission (GIM)?  | 1 |
| 3. | What is the difference between manufacturing and trading business activities?   | 1 |
| 4. | How we can promote green economy in Water Management?   | 1 |

**Questions numbers 05 and 06 are two marks questions. Attempt any one question**

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|----|---|---|
| 5. | Define business idea. What are different ways in which an entrepreneur can think to solve problems?   | 2 |
| 6. | A green economy is one which promotes development while making sure that the environment is protected. Explain the importance of the Swachh Bharat Abhiyan. | 2 |

### Section B - Subject Specific Skills

**Questions numbers 7 to 13 are one mark questions. Attempt any five questions.**

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|-----|--|---|
| 7.  | Define Prospectus.   | 1 |
| 8.  | Focus on “you” instead of “I” and “We”. Identify the feature of effective communication depicted in this example.              | 1 |
| 9.  | A Company is called as an artificial person. Give reason.  | 1 |
| 10. | Define the concept of Business Memorandum.   | 1 |
| 11. | The science and art of exploring, creating, and delivering value to satisfy the needs of a target market at a profit is called | 1 |
| 12. | Owner’s capital is long term source of capital. Do you agree? Justify your answer.   | 1 |
| 13. | The groups in an organisation are made on the basis of number of people in the group. Name the type of groups based on size.   | 1 |

**Questions numbers 14 to 18 are two marks questions. Attempt any three questions.**

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|-----|--|---|
| 14. | Distinguish between Partnership Firm and Joint Stock Company on the following basis:<br>a) Meaning<br>b) Liability                                     | 2 |
| 15. | Is partner by holding out and estoppel same? Explain   | 2 |
| 16. | Business correspondence is an indispensable tool for the day-to-day functioning of a company. Mention any two significance of business correspondence. | 2 |
| 17. | Why persuasion is considered as one of the most important components of any business communication?  | 2 |
| 18. | What do you mean by external business correspondence?  | 2 |

**Questions numbers 19 to 22 are three marks questions. Attempt any two questions.**

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|-----|--|---|
| 19. | Identify and define the most important documents used in formation of company  | 3 |
| 20. | Explain the following features of Joint Stock Company<br>a) Perpetual Succession<br>b) Common Seal<br>c) Limited Liability | 3 |
| 21. | Differentiate between formal and informal communication with proper examples.  | 3 |
| 22. | What are the main features of a business correspondence that a sender should take care before sending it?                  | 3 |

### **Section C - Competency-Based Questions**

**Questions numbers 23 to 25 are four marks questions. Attempt any two questions.**

23. You are the manager of ABC Ltd. Production management is responsible for production planning and control, quality control, procurement of raw materials and storage of raw materials. Explain the main objectives of production management for which you are responsible. 4
24. People can make work an exciting, fun, and productive place to be, or they can make it a routine, boring, and ineffective place where everyone dreads to go. Steve Jobs, cofounder, chairman, and CEO of Apple Inc. attributes the innovations at Apple, which include the iPod, MacBook, and iPhone, to people, noting, "Innovation has nothing to do with how many R&D dollars you have....It's not about money. It's about the people you have, how you're led, and how much you get it. 4
- a) Identify the concept discussed here.
  - b) Based on the above case explain the main characteristics of Organisational behavior
25. These days the employees strive for work life balance in a job. Companies can implement specific work-life practices within their organization to increase morale, productivity and profits. Identify different models of organizational behavior which a company can follow at different situations. 4

**End of the Question Paper**