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**INDIAN SCHOOL MUSCAT
HALF YEARLY EXAMINATION 2023
BUSINESS ADMINISTRATION (CODE NO.833)**



CLASS : XI
DATE: 18-09-2023

TIME ALLOTTED : 3 HRS.
MAXIMUM MARKS: 60

GENERAL INSTRUCTIONS:-

1. Please read the instructions carefully.
2. This Question Paper consists of **24 questions** in two sections – Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (6 + 18 = 24) questions, candidate has to answer (6+11=17) questions in the allotted (maximum) time of 3 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section has 06 questions.
 - ii. There is no negative marking.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section contains 18 questions.
 - ii. A candidate has to do 11 questions.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part

SECTION A : OBJECTIVE TYPE QUESTIONS

Q.1 Answer any 4 out of the given 6 questions on employability skills (1×4 = 4 marks)

- i Which of these is not an appropriate non-verbal communication at work? 1
- a. Putting arm around a coworker's shoulder
 - b. Shaking hands firmly
 - c. Looking at the speaker with a smile
 - d. Standing with an upright posture
- ii Which of the following method is used to receive information from the sender? 1
- a. Listening
 - b. Speaking
 - c. Telling
 - d. Writing
- iii Define self-motivation. 1
- iv The Director Communicating the time of a meeting to the employee is an example of which aspect of communication skills ? 1
- a. Persuasion
 - b. Informing
 - c. Expressing
 - d. Influencing
- v What is teamwork ? 1
- vi What do you understand by positive attitude ? 1

Q.2 Answer any 5 out of the given 7 questions (1×5 = 5 marks)

- i The term business is derived from the word..... 1
- a. Busy
 - b. Financial markets
 - c. Buy and selling
 - d. Proprietorship
- ii What do you mean by the term Commerce? 1
- iii What is meant by Business Environment? 1
- iv With the introduction of Photostat Machines in the market, the carbon paper industry was adversely affected. Which component of environment was responsible for it? 1
- a. Economic
 - b. Political
 - c. Technological
 - d. Legal
- v What do you mean by Staple products? 1
- vi Define Wandering Customers. 1
- vii "Coalition government at centre has reduced political stability, increasing risks for business." It is example of 1
- a. Technological Environment

- b. Legal Environment
- c. Social Environment
- d. Political Environment

Q.3 Answer any 6 out of the given 7 questions (1×6 = 6 marks)

- | | | |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| i | The industries which provide support services to other industries are known as..... | 1 |
| | <ul style="list-style-type: none"> a. Primary industries b. Secondary industries c. Tertiary industries d. Unit Industries | |
| ii | "Stock markets in India have become more sensitive to change in international stock markets."
It is example of | 1 |
| | <ul style="list-style-type: none"> a. Technological Environment b. Economic Environment c. Social Environment d. Political Environment | |
| iii | company needs to have minimum two directors. | 1 |
| | <ul style="list-style-type: none"> a. Private Company b. Public Company c. Sole proprietorship d. One person company | |
| iv | Define Specific Forces. | 1 |
| v | Define Impulsive Customers. | 1 |
| vi | What do you understand by System Approach in Business Environment ? | 1 |
| vii | What do you mean by Unsought Goods? | |
| Q.4 Answer any 5 out of the given 6 questions (1×5 = 5 marks) | | |
| i | Give any two examples of Non-Economic Activity. | 1 |
| ii | Human resources are anfactor which is in control of the business. | 1 |
| iii | environment refers to the characteristics of the society in which a business firm exist. | 1 |
| iv | What do you mean by Globalisation? | 1 |
| v | 'One person one vote principle is related to which Business Organisation? | 1 |
| | <ul style="list-style-type: none"> a. Sole Proprietorship b. Company c. Partnership | |

- d. Cooperative Society
- vi 'Though branding adds to the cost, it provides several advantages to the consumers.' In the light of the statement, state any one advantage of branding to customers. 1
- Q.5 Answer any 5 out of the given 6 questions (1×5 = 5 marks)**
- i is the life blood of any business. 1
- a. Finance
- b. Brand Image
- c. Work Environment
- d. Investment
- ii Give one difference between Goods and Services. 1
- iii The life of sole proprietorship business is 1
- a. Stable
- b. Unstable
- c. Long Life
- d. Very short life
- iv What do you mean by Facilitating goods? 1
- v What do you understand by Privatisation ? 1
- vi What are Fabricating Goods ? 1
- Q.6 Answer any 5 out of the given 6 questions (1×5 = 5 marks)**
- i Which of the following is treated 'Profession'. 1
- a. Ram is selling books on behalf of his employees
- b. Riya is practicing law or doing legal practice.
- c. A cart-vendor selling toys in a fair.
- d. Suresh is purchasing goods from Market.
- ii Write down any two basic buying needs of a customer. 1
- iii The co-operative society is compulsorily required to be registered under the co-operative societies act..... 1
- a. 1932
- b. 1952
- c. 1956
- d. 1912
- iv Define Loyal Customers. 1
- v Mention the two types of Foundation Goods. 1

- vi The negative factors of business are called as 1
- a. Strengths
 - b. Weakness
 - c. Threats
 - d. Opportunities

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions in 20-30 words each (2×3 = 6 marks).

- Q.7 What are the factors affecting perspectives in Communication? 2
- Q.8 What is Time management? Give one example. 2
- Q.9 What are the two benefits of working in a team? 2
- Q.10 What does 'Gestures' as the type of Non-Verbal Communication imply? Give any one example. 2
- Q.11 Write any two advantages of Assertive Communication. 2

Answer any 3 out of the given 5 questions in 20-30 words each (2×3 = 6 marks)

- Q.12 Explain difference between non-durable goods and durable goods.(Any two) 2
- Q.13 What do you understand by Internal trade ? Also mention its types. 2
- Q.14 Explain any two features of Business Environment. 2
- Q.15 Define legal environment with one example. 2
- Q.16 Write down difference between homogenous and heterogeneous shopping goods. 2

Answer any 2 out of the given 3 questions in 30-50 words each (3×2 = 6 marks)

- Q.17 Elaborate any three features of a Product. 3
- Q.18 Explain any three types of economic activities. 3
- Q.19 Explain any three factors of Internal Environment. 3

Answer any 3 out of the given 5 questions in 50-80 words each (4×3 = 12 marks)

- Q.20 Write a short note on SWOT analysis. 4
- Q.21 Explain the various types of Industries. 4
- Q.22 Explain any four features of services. 4
- Q.23 Explain the major activities are involved in management of business operations. (Any four) 4
- Q.24 Elaborate four key points to identify consumer needs. 4

END OF THE QUESTION PAPER

