

BUSINESS STUDIES - 2013

Time : 3 Hours]

Class : 12th

[M. M. : 100

Note-

- (i) All questions are compulsory.**
- (ii) Read the instructions of question paper carefully and answer the questions.**
- (iii) There are two parts-Section A and Section B in the question paper.**
- (iv) In Section A Q. Nos. 1 to 5 are objective types which contain fill in the blanks, true/false, match the columns, one word answer and choose the correct answers. Each question is allotted 5 marks.**
- (v) Internal options are given in all Q. Nos. 6 to 20 in Section B.**
- (vi) Q. Nos. 6 to 10 carry 4 marks each. (75 words)**
- (vii) Q. Nos. 11 to 15 carry 5 marks each. (120 words)**
- (viii) Q. Nos. 16 to 20 carry 6 marks each. (150 words)**

Section -A
(Objective Type Questions)

Q. 1. Fill in the blanks:

- (i) The central point of Taylor's study was.....
- (ii) Planning is the process of thinking about.....
- (iii) Economic environment of business is influenced by system.
- (iv) The main cause of slow progress of India is the lack of
- (v) Henry Fayol has enunciated..... principles of management.

Q. 2. Write each answer in one word:

- (i) Is planning a physical exercise?
- (ii) What is break-even analysis?
- (iii) Which source of advertisement is to recruitment?
- (iv) "Management is the development of people and not the direction of things." Who defined this?
- (v) What is the meaning of Globalisation?

Q. 3. Match the correct pairs:

'A'

- (a) Working capital
- (b) Stock exchange
- (c) Fixed capital
- (d) Administrative work
- (e) Profit maximisation

'B'

- (i) Object of financial management
- (ii) Current assets
- (iii) Finance work
- (iv) Long-term
- (v) Listed the securities
- (vi) Fixed and working capital
- (vii) Purchase of Stock

Q. 4. Select the correct answer in the following:

(A) Post-script is written on:

- (i) Upper left side
- (ii) Upper right side
- (iii) Lower left side
- (iv) In middle

- (B) The first stock exchange was established in India in :
 (i) 1857 (ii) 1877
 (iii) 1887 (iv) 1987
- (C) Controlling is related with:
 (i) Result (ii) Work
 (iii) Efforts (iv) All of these
- (D) Employment office is the source of recruitment:
 (i) Internal (ii) External
 (iii) Internal and external both
 (iv) None of the above
- (E) "A plan is a trap to capture the future." Who said this?
 (i) Taylor (ii) Fayol
 (iii) George Terry (iv) Allen

Q. 5.

Answer the following in True or False:

- (i) Capital market and money market both are same.
- (ii) Order letter is the answer of quotation letter.
- (iii) Dunning is a dislike work.
- (iv) Training on the job is practical training.
- (v) Deviation is always negative.

Section-B

(Very Short Answer Type Questions)

- Q. 6. Explain the four elements of Directing. (Or)
 State any four differences between monetary incentives and non monetary incentives.
- Q. 7. Write determinants of fixed capital. (any four) (Or)
 Write any four administrative functions of financial management.
- Q. 8. Write any four functions of Leadership. (Or)
 Explain any four barriers to effective communication.
- Q. 9. Explain in brief the functional organisation. (Or)
 Explain the main factors of delegation of authority.
- Q. 10. Write any four advantages of organisation. (Or)
 State any four characteristics of formal organisation.

(Short Answer Type Questions)

- Q. 11. Rajeev Bhawan, 43, Sony Kunj, Guna received a letter of enquiry from Shiv Pustak Sadan, Shivpuri about the prices of their certain books. Draft a suitable letter of quotation. (Or)
Explain the five parts of business letter.
- Q. 12. State five characteristics of primary capital market. (Or)
State the functions of stock exchange. (any five)
- Q. 13. Explain the main characteristics of a good control system. (any five) (Or)
Describe in brief the controlling process.
- Q. 14. Explain the importance of staffing. (any five) (Or)
Explain Vestibule training and Internship training.
- Q. 15. State five differences between Objects and Policy. (Or)
Write any five advantages of planning.

(Long Answer Type Questions)

- Q. 16. Why is consumer protection necessary in India? Write any six causes. (Or)
Explain any six responsibilities of consumer.
- Q. 17. Which points are to be kept in mind while selecting a good name of brand? (Or)
State any six characteristics of good packaging.
- Q. 18. Explain any six effects of changes in government policy on business and industry. (Or)
Explain the elements of environment.
- Q. 19. Give the importance of principles of management. (any six points) (Or)
Why do workers oppose the scientific management? Write any six causes.
- Q. 20. Give the particulars of various stages of management. (Or)
Explain any six main characteristics of management.