

2nd PUC Business Studies

Model Question Paper

Time: 3Hrs and 15 minutes

Maximum marks :100

Instructions to candidates:

1. The question papers contain 5 parts – Part A, Part B, Part C, Part D, and Part E.
2. Part A consists of 4 sections I, II, III and IV.
3. Write the serial number of questions properly given in the question paper while answering
4. Write the correct and complete answer

Part-A

I Choose the correct answer

5×1=5

1. Management is
 - a) An art
 - b) A science
 - c) Both art and science
 - d) Neither
2. Principles of management are not
 - a) Universal
 - b) Flexible
 - c) Absolute
 - d) Behavior
3. Which of the following is an example for the single use plan?
 - a) Policy
 - b) Procedure
 - c) Budget
 - d) Method
4. A network of social relationship that arise spontaneously due to interaction at work is called
 - a) Formal Organisation
 - b) Informal Organisation
 - c) Decentralisation
 - d) Delegation
5. The settlement cycle in NSE is
 - a) T+5
 - b) T+3
 - c) T+2
 - d) T+1

II Fill in the blanks by choosing appropriate word/words from those given in the brackets. 5×1=5

(Recruitment, Effectiveness, Rule, Treasury bill, Financial planning)

6. -----means achieving the goals by completing the given task within the expected time.
7. ----- are specific statements that inform what is to be done.
8. The process of finding possible candidates for a job or a function is known as -----
9. The preparation of a financial blue print of an organizations future operation is called -----
10. _____ is an instrument of short-term borrowing issued by the Reserve Bank of India on behalf of the Government of India.

III Match the following

5×1=5

11. A

B

- | | |
|---------------------------|---|
| a) Delegation | i) Grapevine |
| b) Job Rotation | ii) Techniques of managerial control |
| c) Informal communication | iii) Downward transfer of Authority |
| d) Break even analysis | iv) Excess of current assets over current liabilities |
| e) Working capital | v) On the job training. |

IV Answer the following questions in one word or one sentence each. 5×1=5

12. Who is known as the Father of General Management?
13. State any one factors of economic environment which affects business practices.
14. State any one quality of a good leader.
15. Give the meaning of product.
16. Mention any one regulation which provides legal protection to the consumers.

Part B

V Answer any Nine of the following questions in two or three sentences each. Each question carries 2 marks 9×2=18

17. Define Management.
18. What is Scalar Chain?
19. State any two features of planning.
20. Differentiate between Delegation and Decentralization by taking any two factors as basis.
21. State any two limitations of external sources of recruitment.
22. What do you understand by Supervision?
23. What is Budgetary Control?
24. State the twin objectives of Financial Planning.
25. Name the two depositories working in Indian financial markets.
26. How do you describe Marketing Mix?
27. Write any two Rights of Consumers.

Part C

VI Answer any Seven of the following questions in 10-12 sentences. Each question carries 4 marks. 7×4=28

28. Explain F.W. Taylor's Scientific Management Principles
29. Explain any four points to explain how important the understanding of Business Environment is for the managers.
30. Explain any four limitations of Planning.

31. Explain any four important tests used for the selection of employees.
32. Explain briefly the steps involved in Controlling Process.
33. Briefly explain any four factors that affect dividend decision of a company.
34. Explain any four factors affecting Working Capital Requirements of a business.
35. Explain any four factors that affect the fixation of price of a product.
36. Explain any two advantages and any two limitations of Advertising.
37. State any four responsibilities of consumers while purchasing, using and consuming goods and services.

Part D

VII Answer any three of the following questions in 20-25 sentences each. Each question carries 8 marks **3×8=24**

38. Explain the characteristics of Management.
39. What is Organizing? Explain its importance.
40. Explain the four methods of On-the-Job and any four methods of Off-the-Job Training.
41. Suggest the suitable measures to improve communication effectiveness.
42. Explain the steps involved in the Screen based Trading and Settlement Procedure of securities.
43. Explain any eight functions of Marketing.

Part E

VIII Answer any two of the following questions. Each question carries 5 marks. **2×5=10**

44. Assuming that you are the manager of an organization, draw the neat Diagram of different Levels of management to specify that authority-responsibility relationships create different levels of management.
45. Draw the neat diagram of Maslow's Need Hierarchy.
46. As a marketing manager suggest any five sales promotion activities to boost up the sales.
