

Model Question Paper – 1
For Reduced Syllabus 2020-21
Second PUC
Business Studies – 27

Time: 3.15 Hrs.

Max. Marks: 100

Instructions to Candidates:

1. Write the serial number of question properly as given in the question paper while answering.
2. Write the correct and complete answers.

SECTION – A

- I. Answer any ten of the following questions in a word or sentence each .While answering multiple choice questions, write the serial number of the correct choice and write the answer corresponding to it. Each question carries 1 mark: 10 x 1 = 10
1. What is Efficiency?
 2. Who is called the Father of Scientific Management?
 3. How are principles of management formed?
 - a. In a laboratory
 - b. By experiences of managers
 - c. By experiences of Customers
 - d. By Propagation of social scientists
 4. State the meaning of Business Environment.
 5. Which of the following is an example for the single use plan?
 - a. policy
 - b. Procedure
 - c. Budget
 - d. method
 6. What is organization structure?
 7. Can Accountability be delegated?
 8. Which one of the following is not a function of staffing?
 - a. Recruitment
 - b. training
 - c. Compensation
 - d. Directing
 9. State any one leadership style.
 10. Name any one type of Grapevine Network.
 11. Expand PERT.
 12. The decision of acquiring a new machine or opening a new branch is an example for
 - a. Financing decision
 - b. Working capital
 - c. Investment decision
 - d. None of the above

SECTION – B

II. Answer any ten of the following question in 2 or 3 sentences. Each question carries 2 marks. 10x2=20

13. Define Management.
14. State any two differences between Unity of Command and Unity of Direction.
15. What is Gang Plank?
16. Give the meaning of Globalisation.
17. Give the meaning of 'Programme'.
18. What do you mean by Formal Organisation.
19. What is 'Placement' in Staffing?
20. State the meaning of Selection.
21. Write any two features of Leadership.
22. State any two Psychological barriers to communication.
23. What is Responsibility Accounting?
24. State the twin objectives of financial planning.

SECTION – C

III. Answer any Seven of the following question in 10 to 12 sentences each. Each question carries 4 Marks. 7X4=28

25. State importance of management with any four points.
26. Is Management a Science? Prove.
27. Explain briefly Principles of Scientific Management.
28. Explain any four features of Business Environment.
29. Explain any four limitations of planning.
30. State any two advantages and two disadvantages of Informal Organisation.
31. Explain briefly any four external sources recruitment.
32. Explain any four points which emphasise the importance of Directing.
33. Briefly explain the steps involved in controlling process.
34. Explain with any four points the importance of financial planning.

SECTION – D

IV. Answer any Four of the following question in 20 to 25 sentences. Each question carries 8 Marks. 4X8=32

35. 'Management is a series of continuous interrelated functions' – Comment.
36. What is planning? Explain the various features of planning.

37. Explain the importance of organizing.
38. Explain the four methods of on-the-Job and any four methods of off-the-Job training.
39. Explain the qualities of good leader.
40. Explain any eight factors affecting the working capital requirement of an organization.

SECTION – E

(PRACTICAL ORIENTED QUESTIONS)

- V. Answer any Two of the following Questions 2X5=10
41. Show the different Elements of Business Environment that influence the success of business enterprises with a neat diagram.
 42. As a Manager of an organization what logical steps you follow in planning process before executing a project?
 43. Draw the neat diagram of Maslow's Need Hierarchy.
