

Model Question Paper – 2

For Reduced Syllabus 2020-21

Second PUC

Business Studies – 27

Time: 3.15 Hrs

Max. Marks: 100

Instruction to Candidates:

1. Write the serial numbers of questions 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: 10X1=10
1. Which of the following is not a function of management?
    - a. Planning
    - b. Staffing
    - c. Co-operating
    - d. Controlling
  2. Who is known as the Father of General Management?
  3. Who strongly advocated piece wage system?
  4. Which of the following does not characterize the business environment?
    - a. Uncertainty
    - b. Employees
    - c. Relativity
    - d. Complexity
  5. State the First step in planning process.
  6. Grouping of activities on the basis of functions is a part of
    - a. Decentralized organisation
    - b. Divisional organisation
    - c. Functional organisation
    - d. Centralised organisation
  7. What is delegation?
  8. Mention the first step in selection process.
  9. Grapevine is
    - a. Formal communication
    - b. Barrier to communication
    - c. Lateral communication
    - d. Informal communication
  10. What is motive?
  11. Expand MIS.
  12. Give an example of Fixed Asset.

## SECTION – B

II. Answer any Ten of the following question in 2 or 3 sentences. Each question carries 2

Mark:

10X2=20

13. Define coordination.
14. What is Discipline?
15. What is Scalar Chain?
16. Give the meaning of Demonetisation.
17. Give the meaning of planning premises.
18. Write any two differences between Functional and Divisional Structure.
19. What is Recruitment?
20. What is Job Rotation?
21. What do you understand by Supervision?
22. What is communication?
23. Give the meaning of Break-even Analysis.
24. Give the meaning of Dividend Decision.

## SECTION – C

III. Answer any Seven of the following questions in 10 to 12 sentences each. Each question carries 4 marks:

7X4=28

25. Explain the objectives of Management.
26. 'Management is an Art' - Elucidate.
27. Explain any four characteristic features of Principles of management.
28. Explain any four points to explain how much important the understanding of Business Environment is to managers.
29. Explain the importance of planning with any four points.
30. Distinguish between Formal and Informal organization by taking any four bases.
31. Explain any four types of tests used for selection of employees.
32. Briefly explain any four benefits of motivation.
33. Explain the limitations of controlling.
34. Explain any four factors affecting financing decisions.

SECTION – D

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

4X8=32

35. Explain the characteristics of Management.
36. Explain any four types of plans.
37. What is Decentralization? Explain its importance.
38. Explain the benefits of Training and Development to the organization and to the employees.
39. Suggest the suitable measures to improve communication effectiveness.
40. Explain factors affecting the fixed capital requirement of an organization.

SECTION – E

(PRACTICAL ORIENTED QUESTIONS)

V. Answer any Two of the following Questions:

2X5=10

41. As a General Manager, list out any ten Fayol's Principles of Management which you would like to adopt in your business organization.
42. Draw the organization chart showing divisional and functional structure.
43. As a Financial Consultant, give the list of any ten factors which affect the choice of capital structure.

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