

CLASS-XII
BUSINESS STUDIES
Sample Paper 2024-25
(COMMERCE AND HUMANITIES GROUP)

Time: 3 Hrs.

Max. Marks: 80

Sections - A

Q. 1 All parts are compulsory. Each question carry one mark:

(1x20=20)

Multiple choice questions:

- i. How does the best manager achieve his/her objectives?
(A) With efficiency (B) With effectiveness
(C) Both (a) and (b) (D) None of these.
- ii. Appeal against the order of District Forum can be filed in:
(A) State Commission (B) National Commission
(C) The Supreme Court of India (D) Any of these
- iii. Which of the following is not a characteristic of business environment?
(A) Uncertainty (B) Complicated
(C) Simplicity (D) Dynamic
- iv. Process of organising does not involve _____
(A) Appraisal of a subordinate (B) Departmentalization
(C) Delegation of authority (D) Determination of inter-relationships
- v. Principles of co-ordination are given by:
(A) Mary Parker Follett (B) G. R. Terry
(C) F.W. Taylor (D) Henry Fayol
- vi. _____ is believed to be the king of the market.
(A) Seller (B) Consumer
(C) Government (D) Labourer
- vii. Which of the following is an element of directing?
(A) Communication (B) Leadership
(C) Both (a) and (b) (D) None of these
- viii. Which of the following is not a part of the process of staffing?
(A) Training and development (B) Promotion and transfer
(C) Retention (D) Co-ordination

Answer the following Questions:

- ix. What is the principle of unity of command?
x. Are co-ordination and co-operation same concepts?
xi. What is political environment?
xii. What is recruitment?
xiii. What is money market?
xiv. Define branding.

Fill in the Blanks:

- xv. Planning is the _____ function of management (first / last)
- xvi. Functional Structure is not suitable to _____ Organisations. (small / large)
- xvii. _____ is an example of negative motivation. (Demotion / Promotion)
- xviii. A long-term investment decision is called capital _____. (budgeting / gearing)
- xix. At break-even point _____. (TR<TC / TR=TC)
- xx. The best measure for consumer protection is _____ (legal Remedies / consumer education)

Sections - B

Attempt all questions from Q no. 2 to 17 which carry 2 marks each. (2x16=32)

- 2. "Management is a Process". Comment.
- 3. Write any two qualities of a good leader.
- 4. What is meant by Divisional Structure of organisation?
- 5. What is working capital management?
- 6. Briefly explain "Gang Plank".
- 7. What is horizontal communication?
- 8. Describe any two effects of demonetisation in India.
- 9. What do you mean by procedures?
- 10. Write any two points of importance of Co-ordination in a business organisation.
- 11. What are internal sources of recruitment?
- 12. 'Packaging is a silent salesman'. Comment.
- 13. Explain any two benefits of globalisation to India.
- 14. Explain any two protective functions of SEBI.
- 15. 'Control implies taking action'. Explain.
- 16. Who is a sandwich man in advertising?
- 17. Who is a "consumer" according to the Consumer Protection Act, 2019?

Sections - C

Do any seven questions out of nine questions. Each question carries 4 marks. (4x7=28)

- 18. State any four characteristics of management.
- 19. "Delegation is a key element in effective organising". How?
- 20. Discuss in brief four main points of importance of planning.
- 21. Write any four rights of consumer.
- 22. Write benefits of scientific management.
- 23. Discuss any four differences between primary market and secondary market.
- 24. Discuss in brief any four main objectives of financial management.
- 25. Explain various steps involved in the process of controlling.
- 26. Briefly describe the four elements of marketing mix.