

# **CBSE | DEPARTMENT OF SKILL EDUCATION**

**BUSINESS ADMINISTRATION (SUBJECT CODE - 833)**

**CLASS-XI (SESSION – 2021-22)  
BLUE- PRINT FOR SAMPLE QUESTION PAPER FOR TERM-1**

**Max. Time Allowed: 1½ Hours**

**Max.Marks: 30**

## **PART-A EMPLOYABILITY SKILLS (05 MARKS)**

<b>UNIT NO.</b>	<b>NAME OF THE UNIT</b>	<b>NO OF QUESTIIONS (1 MARK EACH)</b>
1	Communication Skills-III	2
2	Self-Management Skills-III	2
3	Information and Communication Technology Skills-III	2
<b>TOTAL QUESTIONS</b>		<b>6</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>ANY 5 QUESTIONS</b>
<b>TOTAL MARKS</b>		<b>1X5=5 MARKS</b>

## **PART-B SUBJECT SPECIFIC SKILLS (20 MARKS)**

<b>UNIT NO.</b>	<b>NAME OF THE UNIT</b>	<b>NO OF QUESTIIONS (1 MARK EACH)</b>
1	Introduction to Business	11
2	Business Environment	06
3	Product and Services	07
4	Types of Organisations	08
<b>TOTAL QUESTIONS</b>		<b>32 Questions</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>25 Questions</b>
<b>TOTAL MARKS</b>		<b>1x25=25 MARKS</b>

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SAMPLE QUESTION PAPER FOR TERM-1**

**Max. Time Allowed : 1½ Hours**

**Max.Marks: 30**

## **General Instructions:**

1. Please read the instructions carefully.
2. This Question Paper is divided into 03 sections, viz., Section-A, Section-B and Section-C.
3. Section-A is of 05 marks and has 06 questions on Employability Skills.
4. Section-B is of 20 marks and has 25 questions on Subject specific skills.
5. Section-C is of 05 marks and has 07 Competency based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order.

## **SECTION-A**

**Answer any 5 questions out of the given 6 questions on Employability Skills.**

**(1x5=5)**

(1)	The element of communication is - (a) Clarity (b) Anxiety (c) Feedback (d) Information overload	1
(2)	A ..... is a word which connects words, phrases or sentences (a) Preposition (b) Conjunction (c) Interjection (d) Verb	1
(3)	A view or judgement formed about something is called - (a) Belief (b) Opinion (c) Trust (d) Value	1
(4)	Which of the following does not highlight the Networking skill - (a) Engage (b) Converse (c) Open up (d) Dress up	1
(5)	Which shortcut key is used on the keyboard to change the text to Italics.	1

	(a) Ctrl+B (b) Ctrl+I (c) Ctrl+U (d) Ctrl+Z	
(6)	Name the Tool Bar used to move the document up, down, right or left (a) Status bar (b) Number (c) Scrollbars (d) Title bar	1

### SECTION-B

**Answer any 25 questions out of the given 30 questions**

**(1x25=25)**

(7)	Which of the following areas is a false statement? (a) The scope of commerce is narrower than business (b) Commerce includes trade and Auxiliaries to trade (c) Foreign trade is purchase and sale by the traders of same country (d) Traders serve as a link between producers and consumers	1
(8)	Which auxiliary to trade creates time utility? (a) Transport (b) Warehousing (c) Banking (d) Advertising	1
(9)	Industries which are engaged in breeding plants and animals for their use in further reproduction are called ..... industries. (a) Extractive (b) Manufacturing (c) Genetic (d) Construction	1
(10)	..... is a voluntary association of persons who join together for mutual help, economic and social interests. (a) Cooperative Societies (b) Joint Stock Company (c) Hindu Undivided Family (d) Partnership	1

(11)	The minimum no. of Partners in a firm can be 2 and maximum can be ..... in case of ordinary business (a) 15 (b) 20 (c) 25 (d) 10	1
(12)	What is the full form of MSME? (a) Micro Small and Medium Enterprises (b) Medium Small and Micro Enterprises (c) Medium Small and Mini Enterprises (d) Micro Small and Major Enterprises	1
(13)	A business where investment does not exceed 5 crore (marketing sector) is termed as (a) Large Scale organisation (b) Medium scale organisation (c) Small scale organisation (d) Micro scale organization	1
(14)	..... refers to that economic activity where people work for others and get some remuneration (a) Employment (b) Business (c) Industry (d) Profession	1
(15)	“Business environment” is the totality of all the external forces which influence the working and decision making. Which characteristic of Business environment is being highlighted here? (a) Uncertainty (b) Complexity (c) Aggregative (d) Relativity	1
(16)	SWOT stands for (a) Strength Weakness Opinion Threat (b) Strength Weakness Opportunity Threat (c) Strength Weakness Opportunity Test (d) Strength Willpower Opportunity Threat	1
(17)	Which of the following is not component of Internal Environment (a) Brand Image (b) Human Resources (c) Legal Environment (d) Work Environment	1

(18)	Which of the following environment comprises of the elements relating to government affairs? (a) Political Environment (b) Technological Environment (c) Legal Environment (d) Economic Environment	1
(19)	Removal of Restriction on the entry and growth of Private Sector firms is called ..... (a) Globalization (b) Privatization (c) Liberalization (d) Centralization	1
(20)	Better education facilities for girls creates greater demands for school dress, books and stationary. Which Business Environment is being highlighted here? (a) Legal Environment (b) Social Environment (c) Economic Environment (d) Political Environment	1
(21)	“Manufacturers provide information of their products through social media”. Which auxiliary to Trade is being referred here – (a) Transport (b) Communication (c) Advertising (d) Wall housing	1
(22)	Which types of customers don't shop with a specific product or service in mind. They buy when they like. (a) Need-Based Consumer (b) Impulsive Consumer (c) Wandering Consumer (d) Loyal Consumers	1
(23)	The goods for which consumers are habitually willing to make a special purchasing effort are called - (a) Unsought Goods (b) Shopping Goods (c) Speciality Goods (d) Convenient Goods	1

(24)	Which of the following does not the fall in the category of Industrial goods? (a) Raw material (b) Installation (c) Operating Supplies (d) Staple products	1
(25)	What is the full form of KYC? (a) Know your Customer (b) Know your Creditors (c) Know your Client (d) Know your Competitors	1
(26)	Which of the following is not a characteristic of Service that affect design of marketing programmes? (a) Inseparability (b) Intangibility (c) Variability (d) Affordability	
(27)	It is a form of business organisation which is owned, managed and controlled by an individual who is the recipient of all profits and bearer of all risks. Identify the organisation. (a) Sole Proprietorship (b) Partnership (c) Cooperative Society (d) Joint Stock Company	1
(28)	Every Partner is both an agent and a principal. Identify the characteristic of Partnership being referred here - (a) Formation (b) Mutual Agency (c) Risk Bearing (d) Membership	1
(29)	Which of the following does not highlight the characteristic of a company? (a) Perpetual Succession (b) Separate Legal entity (c) Lack of business continuity (d) Artificial Person	1
(30)	Provision of Residential Accommodation to the members at reasonable rates is objective of - (a) Housing Cooperatives	1

	(b) Producer Cooperation (c) Credit cooperatives (d) Cooperative Banks	
(31)	The personal assets of the owner can be sold when the assets of the business are not enough to pay the creditors. It is termed as –  (a) Limited Liability (b) Unlimited Liability (c) Current Liabilities (d) Contingent Liabilities	1

### SECTION-C

**Answer any 5 questions out of given 7 questions.**

**(1x5=5)**

(32)	Rishi was working as a cook in one of the famous Dhaba's at Sonipat. He was a good cook with vast experience. He had savings of Rs. 10 Lakhs. He finally decided that he would start his own Dhaba, so he rented a place on the highway. Many tourist stopped at his Dhaba and soon his business picked up due to his hard work and efficiency.  Which type of economic activity was Rishi undertaking when he was working in a Dhaba and which form of business organisation did he opt for later?  a) Profession, Sole Proprietorship b) Business, Partnership c) Employment, Sole Proprietorship d) Profession, Company	1
(33)	Radha was newly appointed teacher in a village school. After sometime she found that villagers were not able to pay fees of their children. She then realised that middlemen and money lenders were exploiting them and farmers could not sell the produce directly in the market. She then convinced a group of farmers to pool their resources and form an organisation from where the farmers could take loan at low interest. The aim was mutual help and not making profits.  Name the form of organisation opened by farmers in the above case  (a) Cooperative Society (b) Partnership (c) Company (d) Sole Proprietorship	1
(34)	A business firm in India buys toys from China to sell it to Nepal. Identify the type of trading mentioned here? a) Entre port b) Export	1

	<p>c) Import</p> <p>d) Retail trade</p>	
(35)	<p>The latest generation of mobile phones has many features like faster internet, browsing, Bluetooth etc. This is an example of which objective of Business operation</p> <p>(a) Productivity</p> <p>(b) Market research</p> <p>(c) Innovation</p> <p>(d) Strategic planning</p>	1
(36)	<p>Inder had a flourishing business of Readymade Garments. But from past 2 years with increase in orders he was not able to design and operate efficient order processing systems to retain customers and ensure repeat orders. Which major activity of Business operations was overlooked in the above case.</p> <p>(a) Strategic Planning</p> <p>(b) Logistics decision</p> <p>(c) Technological decision</p> <p>(d) Employee enrichment</p>	1
(37)	<p>Assertion – Be consistent and courteous when serving your customer</p> <p>Reason – Introduce new initiatives such as customer focus groups, customers surveys.</p> <p>Which of the following is correct option</p> <p>(a) Both A &amp; R are true and R is correct explanation of A</p> <p>(b) Both A &amp; R are true but R is not correct explanation of A</p> <p>(c) A is true but R is False</p> <p>(d) A is false but R is true</p>	1
(38)	<p>Assertion – A product can be owned and can be shown as an asset in the Balance Sheet</p> <p>Reason – The products are tangible, re-saleable and can be accumulated to build your wealth.</p> <p>Which of the following is correct option –</p> <p>(a) Both A &amp; R are true and R is correct explanation of A</p> <p>(b) Both A &amp; R are true but R is not correct explanation of A</p> <p>(c) A is true but R is False</p> <p>(d) A is false but R is true</p>	1