

CBSE | DEPARTMENT OF SKILL EDUCATION

BUSINESS ADMINISTRATION (SUBJECT CODE 833)

CLASS XI (SESSION 2021-2022) BLUE-PRINT FOR SAMPLE QUESTION PAPER FOR TERM -II

Max. Time Allowed: 1½ Hours (90 min)

Max. Marks: 35

PART A - EMPLOYABILITY SKILLS (05 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS - VSA (1 MARK EACH)	NO. OF QUESTIONS - SA (2 MARKS EACH)	NO. OF QUESTIONS - LA (4 MARKS EACH)	TOTAL NUMBER OF QUESTIONS
4	Entrepreneurial Skills-IV	2	1	-	3
5	Green Skills-IV	2	1	-	3
TOTAL QUESTIONS		04	02	-	06
NO. OF QUESTIONS TO BE ANSWERED		Any 3	Any 1	-	04
TOTAL MARKS		3 x 1 = 3 Marks	1 x 2 = 2 Marks	-	05 Marks

PART B - SUBJECT SPECIFIC SKILLS (30 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS - VSA (1 MARK EACH)	NO. OF QUESTIONS - SA - I (2 MARKS EACH)	NO. OF QUESTIONS - SA - II (3 MARKS EACH)	NO. OF QUESTIONS - LA (4 MARKS EACH)	TOTAL NUMBER OF QUESTIONS
4.	Types of organizations	1	1	1		3
5.	Partnership and Joint Stock Organisations	2	2	1	1	6
6.	Business Correspondence	2	1	1	1	5
7.	Functional Areas of Management	1	1	1	1	4
8.	Organizational Behavior	1	1	1		3
TOTAL QUESTIONS		07	06	05	03	21
NO. OF QUESTIONS TO BE ANSWERED		05	04	03	02	14
TOTAL		5 x 1 = 05	4 x 2 = 08	3 x 3 = 09	2 x 4 = 08	30
TOTAL MARKS		30 MARKS				

CBSE | DEPARTMENT OF SKILL EDUCATION

BUSINESS ADMINISTRATION (SUBJECT CODE -833)

CLASS XI (SESSION 2021-2022)

SAMPLE QUESTION PAPER FOR TERM -II

Max. Time Allowed: 1 ½ Hours (90 min)

Max. Marks: 35

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.
 - a) Questions numbers 1 to 4 are one mark questions. Attempt any three questions.
 - b) Questions numbers 05 and 06 are two marks questions. Attempt any one question.
4. Section B is of 22 marks and has 18 questions on Subject specific Skills.
 - a) Questions numbers 7 to 13 are one mark questions. Attempt any five questions.
 - b) Questions numbers 14 to 19 are two marks questions. Attempt any four questions.
 - c) Questions numbers 20 to 24 are three marks questions. Attempt any three questions
5. Section C is of 08 marks and has 03 competency-based questions.
 - a) Questions numbers 25 to 27 are four marks questions. Attempt any two questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.

SECTION A

(3+2 = 5 marks)

Answer any 03 questions out of the given 04 questions		1 x 3 = 3
Q.1	Which of the following shows the process of creating something new? a. Business changes b. Restructuring c. Innovation d. Financing	1
Q.2	What could be the reasons of a business venture's failure _____. a. Lack of market research. b. Lack of planning c. Poor financial control d. All the above.	1
Q.3	Social, economical and ecological equity is the compulsory condition for accomplishing: a. Social development b. Economic development c. Sustainable development d. Ecological development	1
Q.4	4. Which of the following is/are the consequence of exploiting the nature? a. Shortage of clean water to drink. b. Scarcity of unpolluted air to breathe c. Depletion of ozone layer d. All of the above	1
Answer any 01 question out of the given 02 questions		2 x 1=2
Q.5	List the characteristics which should be there in an entrepreneur to make him successful.	2
Q.6	What will be the impact of green transition for India?	2

SECTION B**(5+8+9 = 22 marks)**

Answer any 05 questions out of the given 07 questions		1 x 5=5
Q.7	Business letters should be concise a. True b. False	1
Q.8	What is the motive of writing a business or official letter? a. To place a business query b. To place an order c. To promote a product d. All of the above	1
Q.9	Marketing management is concerned with which of following stakeholders: a. Promoters b. Consumers c. SEBI d. All of the above	1
Q.10	Organisational behaviour is focused on the following: a. Shareholders, Customers, Shopkeepers b. Society, Country, World c. Individual, Group, Organisation d. Management, Government, Company	1
Q.11	In a co-operative society, the principle of one-man one vote is adopted. a. True b. False	1
Q.12	What is the minimum and maximum number of partners in a Partnership? a. 4 and 20 b. 2 and 50 c. Unlimited d. Can be one man show	1
Q.13	The minimum and maximum number of directors in one person company : a. Should have only one director b. Zero c. One and Fifteen d. None of the above	1
Answer any 04 questions out of the given 06 questions		2 x 4=8
Q.14	What is the difference between formal and informal communication?	2
Q.15	Differentiate between recruitment and selection.	2
Q.16	“Collegial model ensures that workers are treated as partners in an organisation”. Explain the concept of Collegial model utilised in organisations.	2
Q.17	What are the issues a company form of organisation may face?	2
Q.18	What are the important documents required in the formation of a company?	2
Q.19	What do you understand by the term “Partner by Estoppel”?	2

Answer any 03 questions out of the given 05 questions		3 x 3=9
Q.20	Communication should be clear. Please elaborate this statement.	3
Q.21	How is Information Technology useful for the organizations?	3
Q.22	What are the advantages of informal groups for an organization?	3
Q.23	Explain the important features of a Sole Proprietorship.	3
Q.24	Differentiate between Private Company and Public Company.	3

SECTION C (2 x 4 = 8 marks)
(COMPETENCY BASED QUESTIONS)

Answer any 02 questions out of the given 03 questions		
Q.25	What are the different kinds of business letters used in the organisations?	4
Q.26	“ Finance is the life blood of any business.” In support of this statement, write in detail the objectives of finance function in an organisation.	4
Q.27	What are the different stages a public company undergoes before commencing the business?	4