



Mid-term examination – Sep 2019

II PUC

SUB: BUSINESS STUDIES

MAX MARKS: 100

Time : 3 hrs.

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

SECTION - A

- I. Answer all the following questions in a word or in a sentence each: 10X1=10
1. Who is known as father of general management?
 2. The principles of management are significant because of _____.
(a) increase in efficiency (b) initiative
(c) optimum utilization of resources (d) adaptation to changing technology
 3. Give an example for single use plan.
 4. What is privatization?
 5. State any one factor of economic environment which affect business practices.
 6. Grapevine is _____.
(a) formal communication (b) barrier to communication
(c) lateral communication (d) informal communication
 7. A network of social relationship that arise spontaneously due to interaction at work is called _____.
(a) formal organization (b) informal organization
(c) decentralization (d) delegation
 8. State any one element of delegation.
 9. For delegation, to be effective, it is essential that responsibility be accompanied With necessary _____.
(a) authority (b) man power
(c) incentives (d) promotions
 10. What is orientation?

SECTION - B

- II. Answer any ten of the following questions in two or three sentences each. Each question carries two marks: 20X2=20

11. State any two organizational objectives of management.
12. State any two differences between functional and divisional structure.
13. Give the meaning of co-ordination.
14. State any two types of plans.
15. What is authority?
16. State any two limitations of external sources of recruitment.
17. Give the meaning of co-ordination.
18. State any two benefits / importance of motivation.
19. What is meant by Esprit – de – corps?
20. State the first two steps in planning process.
21. What is delegation?
22. What is Gang plank? When it is used?

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SECTION - C

III. Answer any seven of the following questions in 10 to 12 sentences. Each question carries four marks: 7X4=28

23. Explain F.W. Taylor's scientific management principles.
24. Explain any four features of business environment.
25. Explain any four important tests used for the selection of employees.
26. Explain the limitations of planning.
27. Explain the characteristics of co-ordination.
28. Explain any four ways to overcome barriers of communication.
29. Explain the types of leadership styles.
30. Explain the internal sources of recruitment.
31. Explain any four features of planning.
32. What are the four aspects of work study developed by Taylor? Explain.

SECTION - D

IV. Answer any four of the following questions in 20-25 sentences each. Each question carries eight marks: 4X8=32

33. Explain the characteristics of management.
34. What is organizing? Explain its importance.
35. Explain the four methods of on-the-job and off-the-job training.
36. Describe the steps involved in selection process.
37. What is planning? Explain the various steps involved in the planning process.
38. What is supervision? Explain the importance of supervision.

SECTION - E (Practical oriented questions)

V. Answer any two of the following questions: 2X5=10

39. As a manager, what logical steps you follow in planning process before executing a project.
40. Draw the organizational chart showing functional structure.
41. Draw a neat diagram of Maslow's need hierarchy (Triangular diagram).

*****ALL THE BEST*****