



Class No. : .....

2048

Name : .....

**SECOND YEAR HIGHER SECONDARY  
SECOND TERMINAL EXAMINATION, DECEMBER-2022**

Part – III

Time : 2½ Hours

**BUSINESS STUDIES**

Cool-off time : 15 Minutes

Maximum : 80 Scores

**General Instructions to Candidates :**

- There is a 'Cool-off time' of 15 minutes in addition to the writing time.
- Use the 'Cool-off time' to get familiar with questions and to plan your answers.
- Read questions carefully before answering.
- Read the instructions carefully.
- Calculations, figures and graphs should be shown in the answer sheet itself.
- Malayalam version of the questions is also provided.
- Give equations wherever necessary.
- Electronic devices except non-programmable calculators are not allowed in the Examination Hall.

**വിദ്യാർത്ഥികൾക്കുള്ള പൊതുനിർദ്ദേശങ്ങൾ :**

- നിർദ്ദിഷ്ട സമയത്തിന് പുറമെ 15 മിനിറ്റ് 'കൂൾ ഓഫ് ടൈം' ഉണ്ടായിരിക്കും.
- 'കൂൾ ഓഫ് ടൈം' ചോദ്യങ്ങൾ പരിചയപ്പെടാനും ഉത്തരങ്ങൾ ആസൂത്രണം ചെയ്യാനും ഉപയോഗിക്കുക.
- ഉത്തരങ്ങൾ എഴുതുന്നതിന് മുമ്പ് ചോദ്യങ്ങൾ ശ്രദ്ധാപൂർവ്വം വായിക്കണം.
- നിർദ്ദേശങ്ങൾ മുഴുവനും ശ്രദ്ധാപൂർവ്വം വായിക്കണം.
- കണക്ക് കൂട്ടലുകൾ, ചിത്രങ്ങൾ, ഗ്രാഫുകൾ, എന്നിവ ഉത്തരപേപ്പറിൽ തന്നെ ഉണ്ടായിരിക്കണം.
- ചോദ്യങ്ങൾ മലയാളത്തിലും നല്കിയിട്ടുണ്ട്.
- ആവശ്യമുള്ള സ്ഥലത്ത് സമവാക്യങ്ങൾ കൊടുക്കണം.
- പ്രോഗ്രാമുകൾ ചെയ്യാനാകാത്ത കാൽക്കുലേറ്ററുകൾ ഒഴികെയുള്ള ഒരു ഇലക്ട്രോണിക് ഉപകരണവും പരീക്ഷാഹാളിൽ ഉപയോഗിക്കുവാൻ പാടില്ല.



Answer any 8 questions from 1 – 10. Each carries 1 score.

(8 × 1 = 8)

1. Foreman belongs to \_\_\_\_\_ level of management.  
(a) top (b) middle  
(c) lower (d) All of these
2. 'A place for everything and everything in its place' indicates which principle of management ?
3. Change in lifestyle of people relates to \_\_\_\_\_ dimension of environment.  
(a) social (b) legal  
(c) political (d) economic
4. Thinking before doing relates to \_\_\_\_\_ function of management.
5. Write any one feature of controlling.
6. Which among the following is element of delegation ?  
(a) Authority (b) Responsibility  
(c) Accountability (d) All of these
7. Fill in the blank as per hint given :  
(a) Recruitment – Positive process  
(b) Selection – ?
8. Find the odd one out.  
(a) Coaching (b) Job rotation  
(c) Internship training (d) Case study
9. 'Sense of belongingness' came under \_\_\_\_\_ need, according to Maslow.
10. 'Make sure that all things are going on according to plan' relates to \_\_\_\_\_ function of management.

**Answer any 5 questions from 11-16. Each carries 2 scores. (5 × 2 = 10)**

11. What do you mean by management ?
12. Briefly explain the term 'planning premises'.
13. What do you mean by functional structure of organization ?
14. Name any two tests used for selection process.
15. List out the various elements of directing.
16. What do you mean by financial planning ?

**Answer any 5 questions from 17-22. Each carries 3 scores. (5 × 3 = 15)**

17. Briefly explain the technique of functional formanship.
18. Briefly describe the following :
  - (a) Globalization
  - (b) Privatisation
  - (c) Liberalization
19. Explain vestibule training.
20. List out any three importance of controlling.
21. Name three financial decisions of manager.
22. Briefly describe the term 'trading on equity'.

Answer any 4 questions from 23-27. Each carries 4 scores.

(4 × 4 = 16)

23. What is coordination ? List out any two features of it.

24. Match the following :

A	B
(a) No smoking inside the premises	- Objectives
(b) Promotion on the basis of merit only	- Rule
(c) Increase sales by 20%	- Method
(d) Time rate system of wage payment	- Policy

25. State Maslow's need hierarchy theory of motivation.

26. List out any four factors affecting fixed capital of a business.

27. Briefly explain any two limitations of controlling.

Answer any 3 questions from 28-31. Each carries 5 scores.

(3 × 5 = 15)

28. Briefly explain any five features of management.

29. What do you mean by business environment ? Briefly explain any three importance of it in business.

30. Briefly explain any five limitations of planning.

31. Write any five differences between formal and informal organization.

Answer any 2 questions from 32-34. Each carries 8 scores.

(2 × 8 = 16)

32. Briefly explain any eight principles of management by Henry Fayol.

33. Briefly explain any four external sources of recruitment.

34. Describe communication process with the help of a diagram.