



**SECOND YEAR HIGHER SECONDARY
SECOND TERMINAL EXAMINATION, DECEMBER-2024**

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 മറുവനും ശ്രദ്ധാപൂർവ്വം വായിക്കണം.
- കണക്ക് കൂട്ടലുകൾ, ചിത്രങ്ങൾ, ഗ്രാഫുകൾ, എന്നിവ ഉത്തരപേപ്പറിൽ തന്നെ ഉണ്ടായിരിക്കണം.
- ചോദ്യങ്ങൾ മലയാളത്തിലും നൽകിയിട്ടുണ്ട്.
- ആവശ്യമുള്ള സ്ഥലത്ത് സമവാക്യങ്ങൾ കൊടുക്കണം.
- പ്രോഗ്രാമുകൾ ചെയ്യാനാകാത്ത കാൽക്കുലേറ്ററുകൾ ഒഴികെയുള്ള ഒരു ഇലക്ട്രോണിക് ഉപകരണവും പരീക്ഷാഹാളിൽ ഉപയോഗിക്കുവാൻ പാടില്ല.

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

(8 × 1 = 8)

1. Interpret the policies framed by management is the function of _____.
(a) Top level (b) Middle level
(c) Lower level (d) Higher level

2. According to one writer, Just take the universe subtract the organisation and the remainder will be _____.
(a) Environment (b) Management
(c) Co-ordination (d) None of these

3. Which among the following is a standing plan ?
(a) Budget (b) Programme
(c) Rule (d) Procedure

4. Shifting of an employee from one job to another without affecting his designation and remuneration is called _____.
(a) Promotion (b) Transfer
(c) Suspension (d) Retention

5. Fill as per hint given :
(a) Recruitment – Positive Process
(b) Selection – _____ ?

6. The hurdle in the process of communication is termed as _____.
(a) Encoding (b) Decoding
(c) Noise (d) Feedback

7. Badly expressed message is an example for _____ barrier of communication.
(a) Semantic (b) Psychological
(c) Organisational (d) Personal

8. Which among the following is the last step of controlling process ?
(a) Taking corrective action (b) Setting standards
(c) Measuring performance (d) Analysing deviations

9. Identify fixed asset from the following :
- | | |
|-----------|--------------|
| (a) Cash | (b) Goodwill |
| (c) Stock | (d) Debtors |
10. Net working capital means _____.
- | | |
|------------------------------------------|------------------------------------------|
| (a) current assets – current liabilities | (b) current assets + current liabilities |
| (c) fixed assets – current liabilities | (d) fixed assets + current liabilities |
- II. Answer any 5 questions from 11 to 16. Each carries 2 scores. (5 × 2 = 10)
11. Briefly explain any two features of management as an art.
12. List out any four nature of management principles.
13. Describe the term 'Planning Premises'.
14. List out any two benefits of functional structure of organisation.
15. 'This type of training enables the employee to gain broader understanding of all parts of the business.' Identify and briefly describe the type of training indicated here.
16. Fill as per hint given :
- | |
|---------------------------------------|
| (a) Pension Plan – Safety needs |
| (b) Job title – ? |
| (c) Good relation with colleagues – ? |
- III. Answer any 5 questions from 17 to 22. Each carries 3 scores. (5 × 3 = 15)
17. 'Taylor's functional foremanship and Fayol's unity of command are contradictory to each other'. Comment.
18. Explain the term 'Delegation'.
19. Describe any two sources of recruitment suitable for a new textile shop.
20. Differentiate between on the job training and off the job training.
21. What do you mean by control by exception ?
22. Describe the term financial leverage.

IV. Answer any 4 questions from 23 to 27. Each carries 4 scores. (4 × 4 = 16)

23. Describe the following in one or two sentences :

- | | |
|----------------------|------------------|
| (a) Unity of command | (b) Scalar chain |
| (c) Order | (d) Equity |

24. Match the following :

- | A | B |
|-----------------------------|-----------------------------|
| (a) Change in life style | - Economic Environment |
| (b) Change in interest rate | - Social Environment |
| (c) Change in acts | - Technological Environment |
| (d) Change in technology | - Legal Environment |

25. Describe functional organisation with a diagram.

26. State Maslow's Need Hierarchy Theory with examples.

27. Briefly explain the process of controlling.

V. Answer any 3 questions from 28 to 31. Each carries 5 scores. (3 × 5 = 15)

28. What is the management ? Describe its objectives in one or two sentences each.

29. Match the following :

- | A | B |
|------------------------------------------------------|-------------|
| (a) No smoking inside the premises | - Policy |
| (b) Promotion on the basis of merit only | - Rule |
| (c) 20% increase in yearly sales | - Method |
| (d) Time rate system of wage payment | - Budget |
| (e) Statement of expected results in numerical terms | - Objective |

30. What is supervision ? List out any three importance of it in an organisation.

31. Briefly explain any five factors affecting capital structure.

VI. Answer any 2 questions from 32 to 34. Each carries 8 scores. (2 × 8 = 16)

32. What is working capital ? Explain any five factors affecting it.

33. (a) What is training ?

(b) Briefly explain three benefits of training each to employee and organisation.

34. What is communication ? Describe communication process with the help of a diagram.