



**SECOND YEAR HIGHER SECONDARY  
SECOND TERMINAL EXAMINATION, DECEMBER-2023**

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.

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

- Chairman belongs to \_\_\_\_\_ level of Management.  
(a) lower (b) middle  
(c) top (d) None of these
- Fill in the blanks as per hint given.  
(a) L – Liberalisation  
(b) P – \_\_\_\_\_ ?  
(c) G – \_\_\_\_\_ ?
- 'No Smoking inside the premises' is an example for \_\_\_\_\_ plan.  
(a) Rule (b) Policy  
(c) Strategy (d) Procedure
- The process of putting the right person to the right job is called \_\_\_\_\_.  
(a) Planning (b) Organising  
(c) Staffing (d) Directing
- Fill in the blank as per hint given.  
(a) Selection – Negative process  
(b) Recruitment – \_\_\_\_\_ ?
- Informal communication is otherwise called \_\_\_\_\_.  
(a) Formal (b) Vertical  
(c) Horizontal (d) Grape wine
- The subject matter of communication is called \_\_\_\_\_.  
(a) Sender (b) Message  
(c) Media (d) Receiver
- Which among the following is a feature of controlling ?  
(a) Review of past activities (b) Forward looking  
(c) Action oriented (d) All of these

9. Write one example for current asset.
10. Which among the following is the cheapest source of finance ?
- |                       |            |
|-----------------------|------------|
| (a) Debentures        | (b) Shares |
| (c) Retained earnings | (d) Loans  |

**II. Answer any 5 questions from 11 to 16. Each carries 2 scores.**

**(5 × 2 = 10)**

11. List out any two features of Management as an Art.
12. Briefly describe the term Yang plank.
13. What do you mean by planning premises ?
14. What is organizational structure ?
15. List out any two importance of supervision in an organization.
16. Name any two selection tests.

**III. Answer any 5 questions from 17 to 22. Each carries 3 scores.**

**(5 × 3 = 15)**

17. Explain the principle of unity of command.
18. Briefly describe the term delegation.
19. Briefly explain vestibule training.
20. Distinguish between on-the-job training and off-the-job training.
21. Explain the term 'control by exception'.
22. What is working capital ? List out any two factors affecting working capital.

- IV. Answer any 4 questions from 23 to 27. Each carries 4 scores. (4 × 4 = 16)**
23. Draw a diagram showing the technique of functional foremanship by F.W. Taylor.
24. Match the following :
- | A  | B                       |
|--|-------------------------|
| (a) Change in life style                 | - Economic Environment  |
| (b) Change in interest rate              | - Social Environment    |
| (c) Change in law                        | - Political Environment |
| (d) Change in the ideology of government | - Legal Environment     |
25. Draw a diagram showing functional structure of an organization.
26. Briefly explain the elements of Directing function.
27. Write a short note on the relationship between planning and controlling.
- V. Answer any 3 questions from 28 to 31. Each carries 5 scores. (3 × 5 = 15)**
28. What do you mean by Management ? List any three features of it.
29. Explain the various steps in planning process.
30. Write short note on the following :
- (a) Autocratic leader
  - (b) Formal communication
31. Briefly explain any five factors affecting the choice of a good capital structure.
- VI. Answer any 2 questions from 32 to 34. Each carries 8 scores. (2 × 8 = 16)**
32. Explain any four external sources of recruitment.
33. State Maslow's need hierarchy theory of motivation with the help of a diagram.
34. What is fixed capital ? Briefly explain any six factors affecting fixed capital.