

**ATUL VIDYALAYA  
FIRST PRELIMINARY EXAMINATION 2012-13  
BUSINESS STUDIES**

**STD: XII  
DATE: 28-9- 2012  
SESSION: I**

**MM: 100  
TIME: 3 HRS**

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*(Candidates are allowed additional 15 minutes for only reading the paper.  
They must NOT start writing during this time.)*

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***Answer Question I from Part-I (Compulsory) and any five Questions from Part-II.  
The Intended marks for questions or parts of questions are given in brackets [ ]***

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**PART – 1**

**[15 X 2 =30]**

(Answer all questions)

**Question 1**

**Answer briefly each of the questions (i) to (xv).**

- (i) Give two uses of telex.
- (ii) Give two advantages of Piece Rate System.
- (iii) Can two Annual General Meetings be held on the same day?
- (iv) Distinguish between minutes and proceedings of a meeting.
- (v) What do you mean by General Motive?
- (vi) What do you mean by Training of Workers?
- (vii) Explain the term 'pay slip' and 'pay roll'
- (viii) List some of the different methods adopted under Off the job training.
- (ix) Elaborate each of the following abbreviation:  
E&OE; FIR; IOU; NSC; RMS; PN.
- (x) Give two uses of accounting machines.
- (xi) Give some examples of 'monetary' and 'non-monetary' incentives.
- (xii) Reproduce an example of Pie Chart.
- (xiii) Give two disadvantages of test.
- (xiv) Explain 'rating method' of staff appraisal.
- (xv) Give two features of Communication.

**PART – 2**

**[14 X 5 =70]**

(Answer any five questions)

**Question 2**

- (a) What are the factors of motivation?
- (b) What are the methods of raising morale?
- (c) Give two advantages and two disadvantages of internal recruitment.

**[6+4+4]**

**Question 3**

- (a) What are the qualities of a leader?
- (b) Explain briefly the purposes of promotion.
- (c) Briefly explain the features of performance appraisal.

**[4+4+6]**

**Question 4**

- (a) Give the merits and demerits of promotion by competence.
- (b) What are the factors governing recruitment?
- (c) Give the importance of report. ..

**[4+6+4]**

**Question 5**

- (a) Distinguish between Apprenticeship Training and Vestibule Training.
- (b) Explain any four types of transmitters available for written communication.
- (c) Give situations that require a telegraphic message.

**[4+4+6]**

**(Contd. on pg. – 2)**

**Question 6**

- (a) Draft the following:
  - (i) An office circular advising employees to reduce expenditure on account of overtime and conveyance.
  - (ii) An office memorandum seeking explanation from an employee on allegations of assault committed by him on another employee.
- (b) Explain the advantages of Centralized mailing.

[4+4+6]

**Question 7**

- (a) Give the qualifications of a Chairman.
- (b) Briefly explain the powers or rights of a Chairman.
- (c) Explain the duties and functions of a Chairman.

[4+6+4]

**Question 8**

- (a) Discuss the essentials qualities of a good business letter.
- (b) Differentiate between statutory and annual general meeting.
- (c) Explain the qualities of an efficient telephone operator.

[4+4+6]

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