



**Pre-Board Exam – 2070**

Grade: XI  
Time: 3 Hrs.

Subject: Business Studies

F.M.: 100  
P.M.: 35

**Set A**

**Group A  
(Short Answer Questions)**

Attempt **any eight** questions:

1. What is business? Explain the importance of business. [2+6]
2. In your view, what are the requisites of business success? [8]
3. What is sole trading concern? Explain its advantages. [2+6]
4. What is partnership deed? Distinguish between partnership and joint stock company [2+6]
5. Define Joint Stock Company. Explain its disadvantages. [2+6]
6. What is filing? Explain the qualities of good filing. [2+6]
7. Define memorandum of association. Explain its main clauses. [2+6]
8. Explain the meaning and importance of office furniture. [2+6]
9. What is office layout? Explain the principles of office layout. [2+6]
10. Draft an order letter on behalf of Valley View English School, Baneshwor to Ashmita Publication Pvt. Ltd, Anamnagar for the supply of the following books prescribed for Grade XI. [8]
  - a. Business Studies – 100 copies
  - b. Economics – 200 copies
  - c. Accountancy - 200 copies
  - d. Basic Mathematics - 100 copies
  - e. Nepali - 200 copies -
  - f. English - 200 copies

**Group B  
(Long Answer Questions)**

Attempt **any 2** questions:

11. What is Office? Explain the basic and administrative functions of an office. [4+7+7]
12. What is communication? Discuss the structure of a business letter and importance of business communication. [4+7+7]
13. What is records management? Describe the principles and importance of records management. [4+7+7]



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**Set B**

**Group A  
(Short Answer Questions)**

Attempt **any eight** questions:

1. Define business. Explain its features. [2+6]
2. Being the students of business management, what factors would you consider before starting a new business? [8]
3. What is partnership firm? Explain the characteristics of partnership. [2+6]
4. What is multinational company? Explain the demerits of multinational company. [2+6]
5. What is indexing? Explain the qualities of good indexing. [2+6]
6. Explain the factors to be considered for selecting office machine and equipments. [8]
7. Define communication. Distinguish between oral communication and written communication. [2+6]
8. What is correspondence? Explain the qualities of a good letter. [2+6]
9. Define records. Show the importance of records in an office. [2+6]
10. Draft an application letter to the HR Manager of Nepal Bank Ltd, Kathmandu for the position of “Management Trainee” quoting the advertisement in “The Rising Nepal” dated 7 April 2014. [8]

**Group B  
(Long Answer Questions)**

Attempt **any 2** questions:

11. Define Joint Stock Company. Explain the merits and demerits of Joint Stock Company. [4+7+7]
12. What is Co-operative Organization? Describe the importance and types of Co-operative Organization. [4+7+7]
13. What is business environment? Explain the components of internal environment and external environment. [4+7+7]