



Pre-Board Exam – 2071

Grade: XI
Time: 3 Hrs.

Subject: Business Studies

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

Set B

Candidates are required to give their answers in their own words as far as practicable. Creative answers will be highly entertained. The figures in the margin indicate the full marks.

**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 office machine? Explain the importance of office machines in the office. [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 any two types of indexing commonly used in an office. [8]
9. What is office layout? Explain the principles of office layout. [2+6]
10. Draft an order letter for the supply of table fans 10 pieces and ceiling fans 15 pieces to the Oriental Electricals, New Road, Kathmandu [8]

**Group B
(Long Answer Questions)**

Attempt **any two** questions:

11. What is Co-operative Organization? Describe the importance and types of Co-operative Organization. [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 record management? Describe the principles and importance of records management. [4+7+7]



Pre-Board Exam – 2071

Grade: XI
Time: 3 Hrs.

Subject: Business Studies

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

Set A

Candidates are required to give their answers in their own words as far as practicable. Creative answers will be highly entertained. The figures in the margin indicate the full marks.

**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 FNCCI. Explain the objectives of FNCCI. [2+6]
8. What is communication? Explain the qualities of a good letter. [2+6]
9. Define records. Explain the importance of records in an office. [2+6]
10. Draft an application letter to the HR manager of 'The Kathmandu Post' for the post of **sales officer** in the advertisement published last month. [8]

**Group B
(Long Answer Questions)**

Attempt **any two** questions:

11. Define Joint Stock Company. Explain the merits and demerits of Joint Stock Company. [4+7+7]
12. What is Office? Explain the basic and administrative functions of an office. [4+7+7]
13. What is business environment? Explain the components of internal environment and external environment. [4+7+7]