



Pre-Board -2071

Grade: XII
Time: 3 Hrs.

Subject: Business Studies

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

Set 'A'

Candidates are required to give their answer in their own words as far as practicable.

Short Answer Question
(Attempt **any Eight** Questions)

1. Give the concept of management and explain why management is also science. [2+6]
2. Define planning and explain its advantages. [2+6]
3. Define authority. Differentiate between delegation of authority and decentralization of authority. [2+6]
4. Define departmentation. Explain any three methods of departmentation [2+6]
5. Explain the elements of adequate control. [8]
6. Give the meaning and importance of communication in organization. [2+6]
7. Define knowledge management. Explain the importance of knowledge management. [2+6]
8. Explain the procedures of effecting fire insurance. [8]
9. Explain the personal and managerial qualities of leadership. [4+4]
10. Explain the factors affecting supervision. [8]

Long Answer Question
(Attempt **any two** questions)

11. What is risk management? Discuss the importance of insurance for individuals and business. [4+14]
12. Discuss the Henry Fayol's principles of management. [18]
13. Define positive and negative motivation. Explain the needs hierarchy motivation theory of Abraham Maslow. [4+14]



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Set 'B'

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Short Answer Question
(Attempt **any Eight** Questions)

1. What is management? Explain any six features of management. [2+6]
2. Define planning and explain its limitations. [2+6]
3. Explain any four types of managerial decision. [8]
4. What is line organization? Distinguish between line organization and line and staff organization. [2+6]
5. What is insurance? Explain any four principles of insurance. [2+6]
6. Define direction. Explain the principles of direction. [2+6]
7. What do you mean by conflict? Explain the different types of conflict. [2+6]
8. Explain the techniques of motivation. [8]
9. What is leadership? Explain any two types of leadership styles. [2+6]
10. Define communication. Explain the types of communication. [2+6]

Long Answer Question
(Attempt **any two** questions)

11. Define life insurance and its types. Describe the procedures of effecting life insurance. [10+8]
12. Define organization. Describe the various methods of departmentation. [4+14]
13. Discuss management as science, art and profession. [6+6+6]