



KARNATAKA ICSE SCHOOLS ASSOCIATION

ISC STD. XII Preparatory Examination 2024

Subject – BUSINESS STUDIES

Time Allowed: 3 HOURS

Maximum Marks: 80

Date: .01.2024

Maximum Marks: 80

Time Allowed: Three Hours

(Candidates are allowed additional 15 minutes for only reading the paper.

They must NOT start writing during this time.)

Answer all questions in Section A, Section B and Section C.

Section A consists of objective / very short answer questions.

Section B consists of short answer questions.

Section C consists of long answer questions.

The intended marks for questions or parts of questions are given in brackets [].

SECTION A – 16 MARKS

Question 1

- i. What is considered to be a strategic activity for an HR manager.
 - a) Coordination
 - b) Productivity
 - c) Recruitment
 - d) All of the above

- ii. HRM's feature of being individual oriented means:
 - a) It's an endless process
 - b) It matches the personnel's skills and talents with organisational goals
 - c) It overspends money
 - d) None of the above

- iii. Identify the correct sequence of steps in job analysis given as: (I) developing a job specification, (II) collect data on background information, (III) developing a job description, (IV) identify the purpose of conducting the job analysis, (V) review and reassess.

- a) V, III, I, II, IV
 - b) IV, II, III, I, V
 - c) IV, I, III, II, V
 - d) V, I, II, III, IV
- iv. A group of workers come together to suggest ideas for improvement in quality and performance of their work. They are given autonomy to decide the time lines and tasks to be completed responsibility without overburdening themselves and finding solutions. This is an example of
- a) Job evaluation
 - b) Job enlargement
 - c) Job identification
 - d) Job enrichment
- v. Which of the following is not an advantage of internal sources of recruitment
- a) It ensures a sense of security among employees due to better employee-employer relationships
 - b) It saves money and time as no induction or training is required
 - c) It encourages favouritism
 - d) All of the above
- vi. is the systematic evaluation of the individual with respect to his performance on the job and his potential for development.
- vii. Appraisal by results is the appraisal done on an “all around” evaluation of an employee. (True/False)
- viii. In case of the status and responsibilities of an employee remain same, but there is an increase in salary.
- ix. An is a wrap-up meeting between management representatives and someone who is leaving an organisation.
- x. Read the statements A and B and choose the correct alternative:
 Statement A: Informal channels provide feedback much faster than the formal channels
 Statement B: Informal communication may create misunderstanding
- Alternatives:
- a) Both statements A and B are true
 - b) Both statements A and B are false

- c) Only statement A is true
 - d) Only Statement B is true

- xi. Read the statements A and B and choose the correct alternative:
Statement A: The partners in a partnership firm share the profits and losses equally.
Statement B: The partnership firm can also indulge in illegal activities.
Alternatives:
 - a) Both statements A and B are true
 - b) Both statements A and B are false
 - c) Only statement A is true
 - d) Only Statement B is true

- xii. Expand NBFC.

- xiii. When prospective buyers want to know the details of the goods which they want to buy which letter is used?

- xiv. Consider the following reports:
 - A. Interpretative reports
 - B. Informational reports
 - C. Public report
 - D. Private reportWhich of the following is/are not confidential:
 - a) (A) and (C)
 - b) (C) only
 - c) (A) and (D)
 - d) (A), (B) and (C)

- xv. How many people are needed in a sole proprietorship allows to have a personal contact with the customers?
 - a) Personal touch
 - b) Quick decision
 - c) Direct motivation
 - d) All of the above

- xvi. What are undistributed profits called?
 - a) Retained earnings
 - b) Retained shares
 - c) Both (a) and (b)
 - d) Neither (a) nor (b)

PART B (32 MARKS)

Question 2

- i. Discuss any two advantages and disadvantages of external sources of recruitment. [4]

OR

- ii. Distinguish between:
(a) Internal communication and external communication. [2]
(b) Formal communication and informal communication. [2]

Question 3

State any two advantages and any two disadvantages of piece rate system of wage payment. [4]

Question 4

- i. Explain gate hiring as an external source of recruitment. [2]
ii. State any two reasons to justify 'medical examination' as an integral part of a good selection procedure. [2]

Question 5

- i. State the significance of conducting refresher training. [2]
ii. List down two points of benefits of training to the employers. [2]

OR

Define motivation. Explain any two factors affecting motivation. [4]

Question 6

Write a short note on study leave. [4]

Question 7

Distinguish between job description and job specification. [4]

Question 8

Identify and explain the appraisal method shown below. [4]

Employee Rated →

	Ramesh	Suresh	Adesh	Rakesh	Tritosh
Ramesh	-	😊	😊	😊	😞
Suresh	😞	-	😊	😞	😞
Adesh	😞	😞	-	😞	😞
Rakesh	😞	😊	😊	-	😞
Tritosh	😊	😊	😊	😊	-

↑ Compared To

Question 9

- What do you mean by C2C type of e-business? [2]
- What do you mean by the nature of e-business? [2]

SECTION C (32 MARKS)

Question 10

Explain the managerial grid in leadership. [8]

Question 11

Write short notes on the following:

- Angel investor [2]
- Venture capitalists [2]
- GDR [2]
- Trade credit [2]

OR

Write short notes on:

- Interpretative report [2]
- Statutory report [2]
- Routine report [2]
- Informational report [2]

Question 12

Write an order letter with the following information:

[8]

Supplier: Craft cottage, Coimbatore

Acrylic Paint 60 ml	20 nos @ Rs 20 per unit
Gold Glitter Foam Sheets	10 nos @ Rs 10 per unit
Yellow Foam Flowers	40 nos @ Rs 40 per unit
Artline Calligraphy Water Resistant Pen	30 nos @ Rs 50 per unit

Question 13

Read the case study given below, and answer the questions.

Mr. Vikas Goel is an H.R. Manager of "Sanduja Furniture Private Limited." At the beginning of the new year, he anticipated that the company will need 30 new additional persons to fill up different vacancies. He gave an advertisement in the newspaper inviting applications for filling up different vacant posts. As many as 120 applications were received. The same were scrutinized. Out of these, conditions of 15 applicants were not acceptable to the company. Letters of regret, giving reasons, were sent to them. Remaining candidates were called for preliminary interview. The candidates called for were asked to fill up blank application forms. Thereafter, they were given four tests. The objective of the first test was to find out how much interest the applicant takes in his work. The objective of the second test was to find out 'specialization' of the applicant in any particular area. Third test aimed at making sure whether the applicant was capable of learning through training or not. The purpose of the fourth test was to find out how much capability a person has to mix-up with other persons, and whether he can influence other persons and get influenced by them.

- a) The purpose of the fourth test was to find out how much capability a person has to mix-up with other persons, and whether he can influence other persons and get influenced by them. Identify and explain which selection test is indicated in this situation? [3]
- b) At the beginning of the new year, he anticipated that the company will need 30 new additional persons to fill up different vacancies. Identify and explain in detail the function of HRM indicated in this situation. [5]