

BUSINESS OPERATION & ADMINISTRATION (766)
CLASS XII

(2018-19)

TIME: 3 HOURS

Max. Marks: 60

BLUEPRINT OF SAMPLE QUESTION PAPER

UNIT NO.	UNIT NAME	SECTION -A			SECTION -B	TOTAL
		MCQ / FILL IN THE BLANKS/ DIRECT QUESTIONS	VERY SHORT ANSWER QUESTION	SHORT ANSWER QUESTIONS	LONG/ ESSAY TYPE QUESTION	
		1 MARK EACH	2 MARKS EACH	3 MARKS EACH	5MARKS EACH	
I	Introduction to Management	2	-	2	1	5
II	Concept of Management	1	1	-	1	3
III	Functions of Management	-	2	1	2	5
IV	Communication	2	-	1	-	3
V	Motivation	1	2	-	1	4
VI	Leadership	3	1	2	-	6
VII	Social Responsibility & Business	-	-	-	2	2
VIII	Information Technology & Business	3	1	1	-	5
TOTAL QUESTIONS		12	7	7	7	33
NO. OF QUESTIONS TO BE ATTEMPTED BY A CANDIDATE		Any 10	Any 5	Any 5	Any 5	25
TOTAL MARKS		10x1 = 10	5 x 2 = 10	5 x 3 = 15	5 x 5 = 25	60 MARKS

1. This question paper contains 33 questions out of which the candidate needs to attempt only 25 questions.
2. Question paper will be divided into two sections:
 - (i) **SECTION A:**
 - **Multiple Choice Questions/Fill in the blanks/Direct questions:** There will be 12 questions of 1 mark each. A candidate needs to attempt any 10 questions (Marks 10 x 1 = 10).
 - **Very short answer type questions:** There will be 7 questions of 2 marks each. A candidate needs to attempt any 5 question. (Marks 5 x 2 = 10).
 - **Short answer type questions:** There will be 7 questions of 3 marks each. A candidate needs to attempt any 5 questions (Marks 5 x 3 = 15).
 - (ii) **SECTION B:**
 - **Long answer/ Essay type questions:** There will be 7 questions of 5 marks each. Students need to attempt any 5 questions (Marks 5 x 5 = 25).