

CBSE | DEPARTMENT OF SKILL EDUCATION

BUSINESS ADMINISTRATION (SUBJECT CODE - 833)

Blue-print for Sample Question Paper for Class XI (Session 2025-2026)

Max. Time: 3 Hours

Max. Marks: 60

PART A - EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	Communication Skills - IV	1	1	2
2	Self-Management Skills - IV	2	1	3
3	ICT Skills - IV	1	1	2
4	Entrepreneurial Skills - IV	1	1	2
5	Green Skills- IV	1	1	2
TOTAL QUESTIONS		6	5	11
NO. OF QUESTIONS TO BE ANSWERED		Any 4	Any 3	07
TOTAL MARKS		1 x 4 = 4	2 x 3 = 6	10 MARKS

PART B - SUBJECT SPECIFIC SKILLS (50 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANS. TYPE QUES.- I	SHORT ANS. TYPE QUES.- II	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	3 MARKS EACH	4 MARKS EACH	
1.	Introduction Business Operations	4	-	-	1	5
2.	Business Environment	5	1	1	-	7
3.	Products and services	4	1	-	1	6
4.	Types of organization	3	1	1	-	5
5.	Formation of partnership firm and joint stock company	4	-	1	1	6
6.	Business Correspondence	4	2	-	-	6
7.	Functional area of management	4	-	-	1	5
8.	Organizational behavior	4	-	-	1	5
TOTAL QUESTIONS		32	5	3	5	45
NO. OF QUESTIONS TO BE ANSWERED		26	Any 3	Any 2	Any 3	34
TOTAL MARKS		1 x 26= 26	2 x 3 = 6	3 x 2 = 6	4 x 3 = 12	50 MARKS

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BUSINESS ADMINISTRATION (SUBJECT CODE - 833)

Sample Question Paper for Class XII (Session 2025-2026)

Max. Time: 3 Hours

Max. Marks: 60

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **24 questions** in two sections – Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (6 + 18 =) 24 questions, a candidate has to answer (6 + 11 =) 17 questions in the allotted (maximum) time of 3 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section has 06 questions.
 - ii. There is no negative marking.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section contains 18 questions.
 - ii. A candidate has to do 11 questions.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	Grapevine is (a) Formal communication (b) Barrier to communication (c) Lateral communication (d) Informal communication	1
ii.	Write shortcut key is used to create a new document? a. Ctrl + c b. Ctrl + n c. Ctrl + m d. Ctrl + d	1
iii.	Identifying strengths a. Take time off to think about what you do well b. Think of anything that you are always good at c. Think about what others appreciate about you. d. All of the above	1
iv.	_____, often known as 'areas for improvement', refers to the things we don't do well or aren't very good at. a. Weaknesses b. Strength c. Interest d. Abilities	1
v.	An _____ is a person who tries to meet the needs of a customer through new ideas or ways of doing business and makes profit in return. a. Entrepreneurship b. Businessman c. Planner d. None of the above	1
vi.	Which of the following activities would be harmful to the green agriculture sector? a. Using chemical fertilizers b. Using organic manure c. Growing vegetables using vermicomposting d. Buying or selling organic potatoes	1

Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)	
i.	Identify the related feature of a company," its Assets and liabilities are separate from those of its owners." (a) Artificial person (b) Perpetual succession (c) Common seal (d) Separate legal entity	1
ii.	What happens if a minor is admitted to the benefits of a partnership? (a) His share in the property and profits of the firm shall be the share to which he was entitled as a minor. (b) His rights and liabilities as a minor continue up to the date on which he becomes	1

	a partner. (c) He also becomes personally liable to third parties for all acts of the firm done since he was admitted to the benefits of partnership. (d) All of the above.	
iii.	What is the primary objective of a business? a) Providing employment b) Earning profit c) Social service d) Environmental sustainability	1
iv.	Corporate Social Responsibility (CSR) refers to: a) Focusing solely on maximizing profits b) Contributing positively to society through ethical business practices c) Ignoring environmental impact d) Maximizing shareholder value at all costs	1
v.	Registration is compulsory in this form of business. (a) Partnership and Joint Hindu Family (b) Cooperative societies and Joint stock company (c) Joint Hindu Family and Sole Proprietorship (d) Partnership and Joint stock company	1
vi.	Which of the following is NOT a support service activity for trade? a) Banking b) Warehousing c) Insurance d) Mining	1
vii.	A written agreement among partners in a partnership is called: (a) Partnership contract (b) Partnership deed (c) Agreement (d) Partnership Act	

Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i.	Which of the broad categories of industries covers oil refinery and sugar mills? (A) Primary (B) Secondary (C) Tertiary (D) None of these	1
ii.	Which of the following is NOT a characteristic of a service? a) Intangibility b) Perishability c) Inseparability d) Homogeneity	1
iii.	What is the main purpose of "job enrichment"? a) Increasing the number of tasks a person performs b) Improving job efficiency	1

	c) Increasing job satisfaction by adding more challenging tasks d) Reducing the number of tasks a person performs	
iv.	What is the term for the simultaneous production and consumption of a service? a) Perishability b) Intangibility c) Heterogeneity d) Inseparability	1
v.	'One person one vote' principle is related to which Business organisation? (a) Sole Proprietorship (b) Company (c) Partnership (d) Cooperative Society	1
vi.	What is a "service scape"? a) The physical environment where a service is delivered b) A type of service that is completely automated c) The process of delivering a service d) The skill of the service provider	1
vii.	What is the main purpose of product simplification? a) To increase the number of product variations b) To make products easier to manufacture and use c) To target a wider range of customers d) To create a more complex product offering	

Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	The Head of the joint Hindu family business is called A. Proprietor B. B. Director C. Karta D. Manager	1
ii.	Which of the following is an example of passive voice in business writing? (a) "The manager approved the proposal." (b) "The proposal was approved by the manager." (c) "The manager approved, and the proposal was accepted." (d) "The proposal was approved."	1
iii.	Business environment includes (a) Surroundings of Business (b) Forces, Factors, Institutions which directly or indirectly effect business (c) Customers and Employees (d) None of the above	1
iv.	Which of the following is NOT a characteristic of effective email subject lines? (a) They are clear and concise (b) They are relevant to the email's content (c) They are lengthy and detailed (d) They are specific	1

v.	The forces in Business Environment that effect all the business houses are known as (a) General (c) Particular (b) Specific (d) Influential	1
vi.	A partner whose association with the firm is unknown to the general public is called A. Active partner B. Sleeping partner C. Nominal partner Secret partner	1
Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	What is the primary purpose of proofreading a business document? (a) To make it look longer (b) To identify and correct errors (c) To add more details (d) To impress the reader	1
ii.	Coordination is (a) A function of management (b) An essence of management (c) Part of Management (d) None of the above	1
iii.	It is compulsory that advertisement on baby food must inform that mother's milk is the best is related to (a) Social Environment (c) Political Environment (b) Economic Environment (d) Legal Environment	1
iv.	Which function of management ensures work accomplishment as per plan? (a) Planning (c) Controlling (b) Directing (d) Organising	1
v.	Relaxation or removal of strict rules and regulations is part of (a) Liberalisation (c) Privatisation (b) Globalisation (d) All of the above	1
vi.	Which of the following is NOT a key element of effective business writing? (a) Clarity (b) Conciseness (c) Jargon (d) Accuracy	1

Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Which level of management is concerned to coordinate the activities of different departments according to overall objectives? (a) Top level (c) Middle level (b) Supervisory level (d) Operational level	1
ii.	Opening doors for private sector in the area reserved for public sector is known as (a) Privatisation. (c) Globalisation (b) Liberalisation (d) None of the above	1
iii.	Which of the following is NOT a primary element of organizational behavior? a) People b) Technology c) Structure d) Financial statements	1
iv.	Which of the following is a characteristic of a strong organizational culture? a) It has a minimal influence on employee behavior b) It always leads to a more productive environment c) It is more likely to have a positive impact on organizational effectiveness d) It is more likely to be found in large organizations	1
v.	Organizational behavior is: a) A science b) An art c) A science as well as an art d) None of the above	1
vi.	Ankita is engaged in manufacturing chocolates and biscuits by using environmental friendly methods of production. Which management objective is used here? (a) Individual objective (c) Social objective (b) Organizational objective (d) Economic objective	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)

Answer each question in 20 – 30 words.

Q. 7	What are the steps taken by the Government of India under the sustainable development or green economy?	2
Q. 8	What are the different doubts and fears that come in an entrepreneur mind?	2
Q. 9	What are the different types of keys in Keyboard?	2
Q. 10	State any four factors influencing team work.	2
Q. 11	What is visual communication?	2

Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)

Q. 12	Akshay took a fire insurance policy for his property worth 5, 00,000 with two insurers: ICICI Lombard General Insurance Co. Ltd. for 4,00,000 and Bajaj Allianz General Insurance Co. Ltd. for 2,00,000. An electric short circuit in his property caused fire and it resulted in a loss of 1,50,000. He filed a claim for 1,50,000 against each of the two insurance companies. (a) Can Akshay recover 1,50,000 each from the two insurers. (b) State which principle of insurance has been highlighted in the given case?	2
Q. 13	State the important privileges available to a private company.	2
Q. 14	What is the difference between formal and informal language in business writing?	2
Q. 15	The sale of greeting cards, sweets, chocolate, etc. increases in India during Diwali, Id, Guruparv and Christmas. Name and explain the dimension of environment related to this.	2
Q. 16	What are some common mistakes to avoid in business writing?	2

Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)

Q. 17	Give Importance of Business Environment.	3
Q. 18	Farmina N&D Private Limited is a well-known company dealing in pet food and accessories. Keeping in view the growing demand for its products the company has decided to increase its production turnover. The expansion plan will necessitate setting up of a new factory. In order to meet, its increased financial needs the management of the company has decided to 'go public' that is to change the form of business from a private limited company to a public limited company. (a) Why do you think the management of the company has decided to convert the company into a public limited company? (b) State any five privileges that it now enjoys as a private limited company over public limited company.	3
Q. 19	How does a cooperative society exemplify democracy and secularism? Explain.	3

Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

Q. 20	Ram, Rahim, Rohan, Sohan and Mohan are partners in a partnership firm. The firm has different types of partners. Mr. Ram has contributed capital and participates in the management of firm. He shares profits and losses and is liable to an unlimited extent to the creditors of firm. Mr. Rahim has contributed capital and shares its profits and loses. He also has unlimited liability but he does not take part in day to day activities of business. Association of Mr. Rohan with firm is unknown to general public but in all other respects he is like an active partner. Mr. Sohan has allowed the firm to use his name as he enjoys good reputation among client but he does not either contribute capital or take part in the	4
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	management, Master Mohan, 15 years of age is entitled to the benefits of partnership with mutual consent of all other members. He is not eligible to take part in management of firm and shares only profits and not losses. (a) In the given case, how many types of partners are involved in the partnership firm? (b) Who is working as an active partner and what is the nature of his liability? (c) Who is working as a sleeping partner and what is the nature of his liability? (d) Who is working as a secret partner and what is the nature of his liability?	
Q. 21	Mr. Kamal Gupta has recently shifted to Delhi with his family. He and his family is planning to open bank accounts in HDFC Bank, which offers many types of bank accounts. • Kamal who is a businessman, wants to open an account in which amount can be deposited and withdrawn at any time without giving any notice, so that business transactions can be conducted smoothly. • Supriya Kamal's wife wants to open an account in which she can keep her surplus money safe and withdrawal from the account can be made through cheque facility. • Shivam (Kamal's son) wants to open an account in which he will deposit Rs 2,000 per month for the next three years and the total amount is repaid to him with interest at the end of three years. In the given case identify and explain the various types of bank accounts, which Kamal and his family members want to open in HDFC Bank	4
Q. 22	Explain any four characteristics of 'Management'.	4
Q. 23	Explain the organizational behavior process?	4
Q. 24	Rohit and Gurvinder are partners selling electronic products across India. They import the components from their friend Atul who does his business in China and assemble them in their factory established in a rural area Jharkhand most of the workers in the factory are children and women. They are paid very less salaries thus owner save on labour cost. They store their stocks in a warehouse but do not take proper safety measures against fire, burglary. There was a short circuit in the factory and as a result most of the stock was damaged. On the basis of the given information about Rohit and Gurvinder, answer the following questions: a) Specify the type of business activity performed by Rohit and Gurvinder. b) Specify the type of business activity performed by Atul. c) Specify the auxiliary to trade used by Rohit and Gurvinder. d) Identify any value which has been violated by Rohit and Gurvinder	4