

**Sub: Business Studies - XII**

**Time: 3 hrs**

**F.M. : 75**

**P.M. : 30**

**Group 'A'**

**Very Short answer questions (11×1= 11)**

1. What is management?
2. What is planning?
3. State the differences of centralization and decentralization.
4. Why departmentation is used in organization?
5. State any four qualities of a good leader.
6. How would you control yourself if you fail in exam?
7. Point out any four types of communication.
8. What is conflict?
9. What are the components which you would consider in order to improve quality in organization?
10. Give any two example of family business organization.
11. What is business plan?

**Group 'B'**

**Short answer question (8×5=40)**

12. Explain the characteristics of management.
13. Explain the pitfalls of planning.
14. Briefly explain the barriers of effective delegation of authority.
15. Explain the principles of scientific management theory.
16. Why there is need of planning in an organization.
17. Explain the functions of a leader.
18. Explain the various barriers that may occur in the process of communication.

Or

Explain the various sources of conflict.

19. Draft an application letter in English to the Human Resources Manager of Nepal Airlines for the post of account officer giving your full bio-data.

**Group 'C'**

**Long answer questions (3×8=24)**

20. State and explain about simple organizational structure with figure with advantage.

Or

What is supervision? Explain the factors governing effective supervision.

21. Briefly explain autocratic leadership style with advantages.
22. Explain the significance of business plan.