

Time : 3 Hours  
Maximum Marks : 80

# Business Studies

## ISC

### Sample Question Papers

# 1

## Self Assessment Paper


### General Instructions :

- I. Candidates are allowed additional 15 minutes for only reading the paper.  
They must NOT start writing during this time.
- II. Answer Question 1 from Part I (compulsory) and five questions from Part II.
- III. The intended marks for questions or parts of questions are given in brackets [ ].

### Part I

20 marks


Answer all questions

1. Answer briefly each of the following questions (i) to (x): [10×2]
  - (i) State any two importance of HRM.
  - (ii) What is induction training?
  -  (iii) Give any two points to differentiate between leadership and management.
  - (iv) State any two essential requirements of a fair staff dismissal procedure.
  - (v) With reference to remuneration of employees, expand the following :
    - (a) HRA
    - (b) LTA
  - (vi) What are derivatives tables? Why are they called so?
  - (vii) What is a solicited letter?
  - (viii) Give the meaning of Job Enlargement.
  - (ix) Give the meaning of outsourcing.
  - (x) What is B2B commerce ?

### Part II

60 marks

Answer any five questions

2.
  - (a) Why are tests conducted in a selection procedure? State any two advantages and any two limitations of such tests. [4]
  - (b) Briefly explain the importance of job description. [8]
3.
  - (a) Differentiate between induction training and job training. [4]
  -  (b) Differentiate between Halsey and Rowan plans of incentive. [8]
4.
  - (a) State any three advantages and any three disadvantages of piece rate system of wage payment. [4]
  - (b) Write a short note on authoritative leadership. [8]

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5. (a) Explain any four types of transfer. [4]  
(b) Explain the different types of staff separation. [8]
6. (a) What are reports? Explain cross-referencing and appendix with regard to reports. [4]  
(b) Draft a letter of appointment for a School Teacher, offering her a job of an English teacher in a secondary school. [8]
7. (a) Explain briefly any four benefits of e-business. [4]  
(b) Action taken by the receptionist while routing visitors varies, based on different situations. State any four such situations and explain how the receptionist will act under each situation. [8]
8. (a) Explain the concept of LPO. [4]  
(b) (i) Explain the two sources of e-recruitment.  
(ii) Explain briefly any two leadership styles. [8]
9. (a) Explain the concept of B2G and G2B commerce. [4]  
(b) Why there is a need of outsourcing? [8]

Finished Solving the Paper ?  
Time to evaluate yourself !  
<https://qrqo.page.link/jejZq>

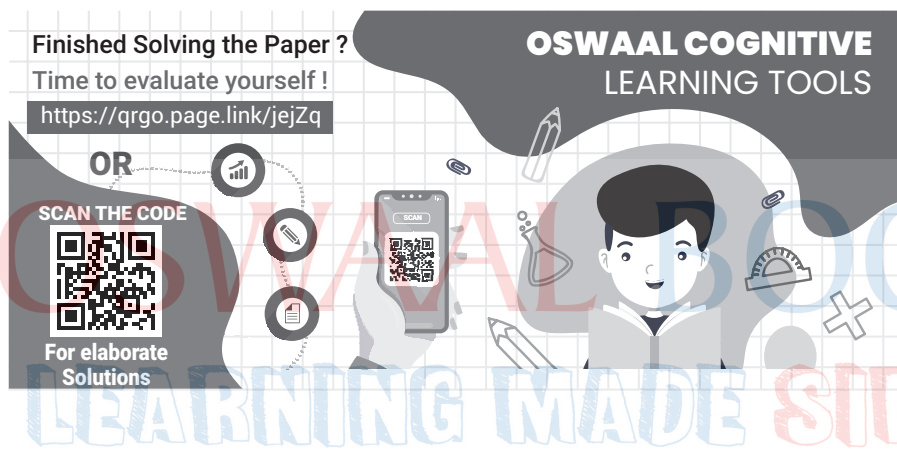
OR

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A promotional banner for OSWAAL COGNITIVE LEARNING TOOLS. It features a grid background with various educational icons like a bar chart, a pencil, a paperclip, a ruler, and a protractor. In the center, a hand holds a smartphone displaying a QR code. To the right, a cartoon student is shown reading a book. The text 'Finished Solving the Paper ? Time to evaluate yourself !' is at the top left, followed by a URL. Below it, 'OR' is written. To the left of the smartphone, there is a QR code with the text 'SCAN THE CODE' and 'For elaborate Solutions'. On the right, 'OSWAAL COGNITIVE LEARNING TOOLS' is written in a bold, sans-serif font. At the bottom, the phrase 'LEARNING MADE SIMPLE' is written in a large, stylized font.