

V.V.M's  
R. M. Salgaocar Higher Secondary School.  
Margao – Goa.  
First Internal Test, AUG. 2022

STD: XII (OM) SUB: BUSINESS ADMINISTRATION

MARKS: 20

DATE:05/08/2022

DURATION: 1hr.

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**INSTRUCTIONS:**

- I. All questions are compulsory.
  - II. The question paper consists of three sections A, B and C.
  - III. Section A consists of 5 multiple choice questions and 5 questions to be answered in a sentence.
  - IV. Section B consists of 2 questions of 2marks each.
  - V. Section C consists of 2 questions of 3 marks each.
  - VI. Figures to the right indicate full marks allotted to each question.
  - VII. Write the no. of each question clearly.
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**SECTION- A**

1. The type of employees who are passengers, who attend office, sign in muster, take lunch and tea break sincerely are called \_\_\_\_\_. (1)
  - a) Time culture.
  - b) Work culture.
  - c) Leisure culture.
  - d) Worth culture.
  
2. More salary more good work is the secret rule of \_\_\_\_\_. (1)
  - a) Work culture employees.
  - b) Time culture employees.
  - c) Worth culture employees.
  - d) Leisure culture employees.
  
3. The process of searching for prospective employees and stimulating them to apply for jobs in the organisation is called \_\_\_\_\_. (1)
  - a) Training.
  - b) Appraisal.
  - c) Recruitment.
  - d) Inducement.

4. Retired officers from defence department such as doctors, engineers and technicians who worked in defence are called as \_\_\_\_\_ (1)
- a. Ex-employees.
  - b. Ex-seaman.
  - c. Ex-serviceman.
  - d. Ex-workman.
5. A building provided for preserving materials, stores and finished goods is called \_\_\_\_\_. (1)
- a) Factory.
  - b) Storehouse.
  - c) Office.
  - d) Strong room.
6. Name the type of employees who treat work as worship. (1)
7. Name the two sources of recruitment. (1)
8. What is storekeeping? (1)
9. Name two methods of storage. (1)
10. Who are called as ex-employees? (1)

**SECTION – B**

11. State any four examples of professional services. (2)
12. List any two objectives of storekeeping. (2)

**SECTION - C**

13. Explain any three internal sources of recruitment. (3)
14. Explain any three components of promotion mix with regard to entertainment marketing. (3)

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