

**BUSINESS STUDIES**  
**XI (COMMERCE)**

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#### **UNIT-I**

#### **NATURE & PURPOSE OF BUSINESS**

##### **Questions with One Marks**

1. Give one example each of economic and non economic activity.
2. What is Business?
3. "A teacher teaching her own children". Is it an economic or non-economic activity?
4. With the help of insurance we can bear risk". True/False
5. Name the economic activity, in which special knowledge and skill is required.
6. Name two professional organisations providing professional degrees.

##### **Questions with Two Marks**

1. Why business is treated as an economic activity?
2. How business helps in optimum Utilization of Resources?
3. What is the social objective of business?
4. What is Barter System of Exchange?

##### **Questions with Four Marks**

1. Differentiate between Economic and non-economic activity.
2. Explain the features of Business.
3. Why earning profit is important for business?

##### **Questions with Six Marks**

1. Differentiate between business, profession and Employment.
2. What is business Risk? Explain the causes of Business Risk.
3. Explain in detail objectives of Business.

**UNIT-II**  
**STRUCTURE OF BUSINESS**

**Questions with One Marks**

1. What is the meaning of 'E' in E-commerce?
2. Give full form of BPO.
3. What is outsourcing?
4. What is commerce?
5. What is Industry?
6. Secondary industries are related to \_\_\_\_\_ of material which are already produced at primary stage.
7. What is smart card?
8. What is the difference between Debit card and credit card?

**Questions with Two Marks**

1. Identify the type of Industry in the following cases:
  - (a) Cycle and computer Industry
  - (b) Oil, Diesel and gas firms
2. What is trade? Name 2 aids to trade
3. Differentiate between Export and Entrepot trade
4. Differentiate between internal and external trade.

**Questions with Four Marks**

1. Explain various types of Industries with examples.
2. Explain functions of commerce
3. Distinguish between E-commerce and traditional business.
4. What are the benefits and limitations of E-commerce?
5. Why outsourcing is necessary?

**Questions with Six Marks**

1. Distinguish between trade, commerce and industry.
2. Explain the types of E-commerce.
3. Explain the types of outsourcing.

**UNIT-III**  
**SERVICE SECTOR AND BUSINESS**

**Questions with One Marks**

1. What is ATM?
2. Name the central Bank of India.
3. Services are \_\_\_\_\_ in nature.
4. Who controls postal services?
5. Collecting cheques and bills is a \_\_\_ function of Bank.
6. A bank provides interest on the deposits of Current Account (True/False)
7. What is "Premium" and "Contingency" in Insurance?

**Questions with Two Marks**

1. What is the difference between NEFT and RTGS?
2. What is "utmost good faith"?
3. Write a short note on EFT.
4. Differentiate between "Bank overdraft" and "cash credit"
5. Differentiate between "Insurance" and "Assurance"
6. What is the importance of e-mail?
7. How a life Insurance policy can be forfeited?

**Questions with Four Marks**

1. Discuss in brief recent trends in communication sector.
2. Explain different types of Banks.
3. What are the benefits of E-Banking?
4. What is communication? Explain its process.
5. What is warehousing? Explain its functions.

**Questions with Six Marks**

1. What is Bank? Explain functions of a Commercial Bank.
2. What is Insurance? Explain the principles of Insurance.
3. Differentiate between life Insurance, Marine Insurance, Fire Insurance.

## UNIT-IV

### SOCIAL RESPONSIBILITY OF BUSINESS AND BUSINESS ETHICS

#### Questions with One Marks

1. Define Social Responsibility?
2. Write reasons of pollution of Environment.
3. Business Ethics refers to code of \_\_\_\_\_business.
4. "Social Responsibility is important for business." True/False
5. What is Land pollution?
6. What is CNG?

#### Questions with Two Marks

1. Why pollution control is necessary?
2. What are the different elements of Business Ethics?
3. How can banning hazardous substances, helps in pollution control?
4. What Business ethics every business should follow?

#### Questions with Four Marks

1. Write the types of Social Responsibility.
2. What is the responsibility of business towards owners, Consumers, Government and suppliers?
3. What are the factors affecting business ethics?

#### Questions with Six Marks

1. "Is Social Responsibility important for Business". Give reasons in favour and against for this statement.
2. Discuss the role of Government in Controlling Pollution.

## UNIT-V

### FORMS & FORMATION OF BUSINESS ENTERPRISES

#### Questions with One Marks

1. Which form of organization is suitable for grocery shop?
2. Is registration of partnership compulsory?
3. Which form of organisation can have membership by birth?
4. "Liability of Sole Proprietor is limited". (True/False)
5. The main aim of co-operative society is \_\_\_\_\_.

#### Questions with Two Marks

1. How can a sole proprietary business can be expanded?
2. What is "One person company"?
3. What do you mean by common seal?
4. What is perpetual Existence?

#### Questions with Four Marks

1. Define partnership on the basis of liability.
2. Explain the different kind of partners.
3. What is co-operative society? Explain its features.
4. What are the factors influencing choice of forms of business enterprise.

#### Questions with Six Marks

1. Differentiate between sole trade business, partnership, and company.
2. What is meant by limited liability partnership? What are its features and advantages?
3. Explain the types of co-operative societies.
4. Differentiate between private and public company.

## UNIT-VI

### SECTORAL ORGANIZATION OF BUSINESS

#### Questions with One Marks

1. Who owns a public enterprise?
2. What is meant by Global enterprise?
3. Name any 2 private companies.
4. What is the minimum investment limit required in public sector?
5. What is Internal Autonomy?

#### Questions with Two Marks

1. Name various forms of private enterprises.
2. What are the features of Government companies?
3. Name any four enterprises which work globally?
4. What are the features of Private sector?

#### Questions with Four Marks

1. Define statutory corporation and its features.
2. What are the benefits of entering into a joint venture?
3. Describe the changing role of public sector in Indian context.
4. Explain the role of private sector in Economic development.
5. How global enterprises are superior to other business organizations?
6. What is MNC? What are its features?

#### Questions with Six Marks

1. Differentiate between public sector and private sector enterprise.
2. What is departmental undertaking? Explain its merits and demerits.

**UNIT-VII**  
**FORMATION OF A COMPANY**

**Questions with One Marks**

1. Who is a promoter?
2. A company becomes a legal entity after getting a certificate of \_\_\_\_\_.
3. "Prospectus is an invitation to public for subscribing to capital" 'True/False'.
4. What is Articles of Association?

**Questions with Two Marks**

1. What is meant by "Statement in lieu of prospectus"?
2. Name the kinds of promoters.
3. What is meant by minimum subscription of shares?
4. Why certificate of commencement is important?
5. What is the legal position of promoters?

**Questions with Four Marks**

1. Explain the 'object clause' and 'Registered Clause' of Memorandum.
2. What are the functions of promoters?
3. Discuss various steps required to raise funds from the public.
4. Give various contents of prospectus.

**Questions with Six Marks**

1. What is company? Discuss various steps for incorporation of company.
2. Differentiate between Articles of Association and Memorandum of Association.



**UNIT-VIII**  
**INTERNAL TRADE**

**Questions with One Marks**

1. What is internal trade?
2. Give one example of chain shop?
3. The stores owned by consumers are called\_\_\_\_\_.
4. “Things are sent through VPP in postal services”. True or False
5. What are Automatic vending Machines?
6. Who sells things in small quantities?
7. Name any two small scale retailers.
8. Give 2 examples of departmental stores.
9. What is super Market?

**Questions with Two Marks**

1. What are the different types of internal trade?
2. Discuss the features of Departmental stores.
3. Give merits of Mail order stores.
4. Give features of Malls.
5. What is Tele marketing?
6. Define Internet Marketing.

**Questions with Four Marks**

1. Explain the functions of whole sellers.
2. What are the functions of retailers?
3. Who are Itinerant retailers? Give its types.
4. What are multiple shops? Give its types.
5. What are the merits and demerits of direct marketing?

**Questions with Six Marks**

1. Give arguments in favour and against wholesalers.
2. Differentiate between wholesalers and retailers.
3. Differentiate between departmental stores and multiple shops.

**UNIT-IX**  
**SOURCES OF BUSINESS FINANCE**

**Questions with One Marks**

1. Name any 2 sources of long term funds.
2. Who are owners of company?
3. Give full form of GDR.
4. Write the full form of ADR
5. Equity shares are the \_\_\_\_\_ term sources of finance.
6. “Debentureholders are the debtors of the company”. (true/false)

**Questions with Two Marks**

1. What is meant by ploughing back of profits?
2. Why funds are needed in business?
3. What are the demerits of Borrowed funds?
4. What is meant by Share? Name its types
5. Give merits of financial institutions.

**Questions with Four Marks**

1. What are the different types of preference shares?
2. Give difference between:
  - (a) Redeemable and Irredeemable debentures
  - (b) Convertible and non-convertible debentures
3. What do you mean by public deposits? Give its merits and demerits.

**Questions with Six Marks**

1. What is meant by business finance? Explain its types.
2. Distinguish between preference shares and equity shares.
3. Distinguish between shares and debentures.
4. What are various factors affecting choice of source of finance?

**UNIT-X**  
**EXTERNAL TRADE**

**Questions with One Marks**

1. Give full form of WTO
2. What is mate's receipt?
3. Trade between two countries is called \_\_\_\_\_ trade.
4. What are Indent houses?
5. What are the functions of clearing agent?
6. What is the function of Export credit and guarantee corporation?

**Questions with Two Marks**

1. What is meant by Bill of lading?
2. What are special economic zones?
3. What is certificate of origin?
4. Write the features of EPZ.
5. How is export order scrutinized?

**Questions with Four Marks**

1. What are the difficulties in external trade?
2. What are the documents involved in import trade?
3. What are the incentives for Trade Promotion?

**Questions with Six Marks**

1. Briefly outline the procedure followed by export trade.
2. Briefly outline the procedure followed by import trade.
3. What are various steps taken for export promotion in India?

**SAMPLE PAPER**  
**BUSINESS STUDIES**  
**XI (COMMERCE)**

**TIME: 3 hrs.**

**MAX. MARKS: 65**

**SECTION-A**

**1. Answer each of the following questions in 1-15 words:**

- a. What is smart card? (1)
- b. Services are \_\_\_\_\_ in nature. (1)
- c. "Liability of sole proprietor is limited. (True/False) (1)
- d. Who is promoter? (1)
- e. Write full form of ADR. (1)

**SECTION-B**

**(Answer each of the following questions in 5-10 lines)**

- 2. What is trade? Name two aids to trade. (2)
- 3. What do you mean by common seal? (2)
- 4. Name various forms of private enterprises. (2)
- 5. Why certificate of commencement is important? (2)
- 6. Give features of malls. (2)
- 7. What is meant by share? Name its types. (2)
- 8. How is export order scrutinized? (2)

**SECTION-C**

**(Attempt any 7 questions and answer each in 15-20 lines)**

- 9. Differentiate between economic and non-economic activity. (4)
- 10. Why outsourcing is necessary? (4)
- 11. What is communication? Explain its process. (4)
- 12. What are the factors affecting business ethics? (4)
- 13. What are the factors influencing choice of form of business enterprise? (4)
- 14. Discuss various steps required to raise funds from the public. (4)
- 15. What is multiple shops? Give its types. (4)

**16.** What are the different types of preference shares? (4)

**17.** What are the difficulties in internal trade? (4)

**SECTION-D**

(Answer following questions each in 3-5 pages).

**18.** What is business Risk? Explain the causes of business risk. (6)

OR

Differentiate between life insurance and fire insurance (6)

**19.** What is meant by limited liability partnership? What are its feature and advantages? (6)

OR

What are departmental undertaking? Explain its merits and demerits. (6)

**20.** Give argument in favour and against of wholesalers. (6)

OR

Briefly outline the procedure followed by import trade. (6)

**CLASS - XI**  
**BOOK KEEPING AND**  
**ACCOUNTANCY**

**XI**  
**COMMERCE**  
**Book Keeping and Accountancy**  
**UNIT-I**  
**INTRODUCTION TO ACCOUNTING**

**Questions with One Marks**

1. What is accounting ?
2. What is Book keeping?
3. Give any one object of accounting?
4. Define accounting cycle?
5. What are Business transactions?
6. What are fixed Assets?
7. Name types of accounts.
8. What are current liabilities?
9. What is cash/trade discount?
10. What are Assets?
11. What are liabilities?
12. What is capital?
13. What is Income/ Expenditure?
14. What is Cost?
15. Give one difference between Debtor and Creditor?
16. What is Purchase/ Sale?
17. Give the meaning of voucher.
18. What is drawings?
19. What is gain/Income?
20. What is Gross Profit/Net Profit?

**Questions with Two Marks**

1. Give any four advantages of accounting.
2. Explain features of accounting.

3. Explain uses of accounting information.
4. Differentiate between Book keeping & Accounting.
5. What are the various types of accounting?
6. Give Performa of transfer Voucher.
7. Define Revenue & Non Current Assets.
8. Give the accounting equation based on dual aspect concept.
9. Distinguish between current Asset & fixed Asset.

**Questions with Four Marks**

1. Distinguish between cash basis and accrual basis .
2. Write a note on utility of Book-Keeping.
3. Calculate Gross Profit & Net Profit.

Opening stock	Rs 50,000	Administration expenses	Rs 45000
Net Sale	Rs 11,00,000	Selling Expenses	Rs 65,000
Direct Expenses	Rs 60,000	Gross loss due to fire	Rs 20,000
Purchases	Rs 7,00,000	Closing stock	Rs 70,000

4. Calculate Gross Profit & Net Profit.

	Rs
Purchases (2000 articles)	40000
Freight	500
Carriage inward	200
Office Rent	2000
Manager's Salary	1000
Stationery	500
Commission	100
Sales (1800 Article)	54,000

5. Give difference between capital Expenditure & Revenue expenditure.
6. Give four examples of revenue.
7. What are expenses & how do they differ from losses.
8. Distinguish between transaction/event.

**Questions with Six Marks**

1. Explain in detail, is accounting an Art or a science.
2. Explain in detail "Trade cycle".



**UNIT-II**  
**THEORY BASE OF ACCOUNTING**

**Questions with One Marks**

1. What do you mean by accounting principles?
2. What do you understand by accounting concepts?
3. What is money measurement concept?
4. What is entity concept?
5. What is going concern concept?
6. Explain accounting period/ financial year concept.

**Question with Two Marks**

1. Explain cost concept.
2. What is principle of consistency?
3. What is principle of cost benefit?
4. What is stable monetary unit?

**Questions with Four marks :**

1. Explain main features of accounting principles.
2. Explain the significance of business entity concept.

**Questions with Six marks :**

Explain various accounting principles.

**UNIT-III**  
**RECORDING OF BUSINESS TRANSACTIONS**

**Questions with One Marks**

1. What do you mean by journal or Book of original entry?
2. What are the rules for journalising?
3. Write one advantage of journal.
4. Is it possible to Combine two or more transaction in single entry in journal.
5. Give meaning of narration & Ledger folio.
6. Define carried forward & compound entries.
7. Write difference between cash discount & trade discount.
8. Write various types of expenses?
9. Prepare format of journal
10. Which type of account is Goodwill?
11. Which type of account are the following:- Capital, Debtor, Drawing, outstanding expenses land, Bank, cash, Accrued Income.
12. Define ledger/Posting.
13. Give one advantage of ledger.
14. How is the journal posted into ledger.
15. State rules of Posting in ledger.
16. Define cash book/ Contra entry.
17. Write types of cash Book.
18. What is the imprest system of Cash Book?

**Questions with Two Marks :**

1. What are the two sides of an accounting equation?
2. Explain in short the meaning of accounting equation.
3. What is owner's equity/ outsider's liability?
4. State whether the following are true or false.
  - (i) Salary paid to business managers will decrease the assets & capital.
  - (ii) Examination fees of proprietor's son will decrease the assets & capital.
  - (iii) Amount withdrawn by proprietor of his personal use will increase cash & capital.
  - (iv) Amount paid for the repair of machine will increase and decrease in assets.

5. What is the effect of following on assets & liabilities :
  - (i) Goods purchased on credit for Rs. 5,000 from Ram.
  - (ii) Purchased a machine & paid through cheque Rs.10,000.
  - (iii) Wages paid Rs. 1,000.
  - (iv) Received from Ram Rs. 1,000 by cheque.
6. Explain the procedure of balancing of ledger.
7. Prepare format of a ledger.
8. Describe advantage of Petty Cash Book

**Journalise the followings**

9.
  - (i) Goods worth Rs. 10,000 sold to X at 10% trade discount & charged 4% sales tax.
  - (ii) X cleared his account after receiving 1% cash discount.
  - (iii) Paid income tax Rs.10,000 & sales tax Rs. 360.
  - (iv) Goods costing Rs.10,000 lost by fire & claim of Rs. 3,000 received from insurance company.
  - (v) Charged depreciation on machinery Rs. 5,000.
  - (vi) Purchased goods for Rs. 10,000 from Sanjay on 10% trade discount & 5% cash discount paid by cheque.
  - (vii) Received 10 paise in a rupee from a debtor of Rs. 10,000.
  - (viii) Withdrew goods for personal use for Rs. 10,000.
  - (ix) Received Rs. 1200 of debts written off.
  - (x) Rent outstanding Rs. 1,000.
  - (xi) Interest on drawings Rs. 500.
  - (xii) Bank charges charged by Bank Rs. 200.
  - (xiii) Commission received in advance Rs. 700.
  - (xiv) Sudhir Kumar who owed me Rs. 3,000 has failed to pay the amount due to insolvency. He pays me a compensation of 45 paise in a rupee.
  - (xv) Goods given as charity cost Rs. 800, sales price Rs. 920.
10. Write advantages of sub-divisional Journal.
11. Distinguish between cash account and cash book.
12. What is debit/credit note?
13. Prepare Petty cash book with imaginary figures.
14. What are kinds of cash book give a brief account of each?

**Questions with Four Marks.**

1. Name any four Subsidiary Books.
2. What is Purchase Book? Prepare its format?
3. What is Sales Book? Prepare its format?
4. What is Purchase Return Book? Prepare its format?
5. What is Sales Return Book? Prepare its format?
6. Write two advantages of two Subsidiary Books.
7. Write advantages of Purchase book & Sales book.
8. Give the purpose of maintaining subsidiary books.
9. Distinguish between Purchase Book & Purchase accounts.
10. Give meaning of voucher. Explain cash voucher and non-cash vouchers.
11. When goods sold are returned back, then in which book are they written?
12. State various types of cash book?
13. Each transaction has a double aspect. Explain this statement giving examples.

**UNIT-IV**  
**TRAIL BALANCE AND RECTIFICATION OF ERRORS**

**Questions with One Marks:**

1. What do you understand by Trial Balance?
2. Why is Trial Balance prepared?
3. Name the two methods of preparing trial balance?
4. Name any four errors which are not disclosed by preparing trial balance?
5. Name the two errors which does not affect the trial balance?

**Question with Two Marks :**

1. Give specimen of trial balance?
2. Write two utilities of trial balance?

**Questions with Four Marks :**

1. What steps will you take to tally Trial Balance?
2. Is the matching of both sides of Trial Balance the proof of accuracy of accounts? Explain
3. Give any four errors not revealed by trial balance?

**Questions with Six Marks :**

1. Explain errors revealed & not revealed by trial balance?

**UNIT-V**  
**DEPRECIATION, PROVISIONS AND RESERVES**

**Questions with One Marks :**

1. What is meant by depreciation?
2. Give definition of depreciation?

**Questions with Two Marks :**

1. Describe the main objects of providing the depreciation?
2. Explain the factors which should be kept in mind at the time of fixing the amount of depreciation?
3. Give two reasons for charging depreciation?
4. Name the method of depreciation where the value of Asset can never be zero?
5. On what cost is depreciation charged under written down value method?
6. In which method is depreciation fixed year to year?
7. Give the formula for calculating amount of depreciation & percentage of depreciation under:
  - (i) Straight line method.
  - (ii) Diminishing balance method.

**Questions with Four Marks :**

1. Briefly describe the various methods of providing depreciation?
2. Give difference between fixed instalment & reducing instalment method?
3. In what circumstances the reducing balance method is more suitable in comparison to the fixed Instalment method?
4. Explain the factors which should be kept in mind at the time of fixing depreciation?

**Questions with Six Marks :**

1. Define depreciation. What are causes of depreciation & why is it needed?
2. What is the meaning of depreciation? Explain factors affecting depreciation.

## UNIT-VI

### BANK RECONCILIATION STATEMENT

#### Questions with One Marks :

1. What is Bank reconciliation statement?
2. Why is Bank Reconciliation statement prepared?

#### Questions with Two Marks :

1. Give any four differences in the Cash Book & Pass Book balances.
2. While preparing Bank Reconciliation Statement will you add or deduct the following to or from the cash book overdraft balance.
  - (i) Cheque drawn but not cleared.
  - (ii) Interest on Bank overdraft.
  - (iii) Cheques paid into the bank but not collected.
  - (iv) Interest on investment collected by the Bank.
3. What are the basis of Bank Reconciliation Statement?
4. Who prepares Bank Reconciliation Statement?
5. On which side in a Cash Book are cheques issued entered.

#### Questions with Four Marks :

1. Prepare Bank Reconciliation Statement with imaginary data.
2. Give any 4 reasons for disagreement of Cash book balance with Pass book balance.

#### Questions with Six Marks :

1. What do you mean by Bank Reconciliations statement? Explain the reasons for non matching of cash book balance with pass book balance.

**UNIT-VII**  
**ACCOUNTING FOR BILL OF EXCHANGE**

**Questions with One Marks :**

1. What is Bill of Exchange?
2. Who is drawer in Bills of exchange?
3. Write the names of different parties to Bill of exchange.
4. Prepare a specimen of Bill of exchange.
5. What is promissory note?
6. What are essentials of promissory note?
7. Give a specimen of promissory note.
8. What are the various parties to promissory note.
9. Name the party on whose name a bill is drawn.
10. How many days of grace are included while calculating the date of the maturity of bill?
11. Give the meaning of Rebate.
12. What are noting charges?
13. What is meant by renewal of Bill of exchange?
14. Name the party who endorses the Bill of exchange.

**Questions with Two Marks:**

1. Briefly explain the effects of dishonour & noting of a Bill of exchange.
2. Briefly explain the purposes & benefits of retiring a Bill of exchange to the debtors & creditors.



**Questions with Four Marks :**

1. Explain briefly the procedure of calculating the date of maturity of a Bill of exchange.
2. Pass Journal entries in the books of both parties involved in bills of exchange.
3. Give any four characteristics of Bill of exchange.

**Questions with Six Marks :**

1. Give difference between Bill of exchange & promissory note?

**UNIT-VIII**  
**FINANCIAL STATEMENTS**

**Questions with One Marks :**

1. What are financial statements?
2. What is income statement?
3. Who are the users of financial statements?
4. What is position statement?
5. Why balance sheet is prepared?
6. Explain current assets.
7. Explain fixed assets.
8. What is meant by direct expenses?
9. What is meant by indirect expenses?

**Questions with Two Marks :**

1. Give two examples each of fixed and current assets.
2. Explain the purpose of preparing trading account and profit and loss account.
3. Explain the concept of cost of goods sold.
4. Which accounts are included in final accounts?
5. Which expenses are included in gross profit or gross loss.
6. How will you arrange items of Balance sheet on the basis of liquidity?
7. Where will the following expenses be shown while preparing final account :
  - (a) Discount
  - (b) Income Tax
  - (c) Life Insurance Premium
  - (d) Sale Tax

8. What type of account is P&L A/c?
9. Why P&L a/c is prepared?

**Questions with Four Marks :**

1. Give difference between profit & loss & balance sheet?
2. Give four differences between trial balance and balance sheet.
3. What are the main objectives of financial statements.

**Question with Six Marks :**

1. Explain balance sheet? Write its characteristics?

**FINAL ACCOUNTS WITH ADJUSTMENTS**

**Questions with One Marks :**

1. How will you show salaries outstanding in Final accounts if it appears in the Trial Balance?
2. How will you treat accrued interest in Final accounts if it appears in the Trial Balance?
3. Explain the treatment of Deferred Revenue Expenditure in Final accounts.
4. Explain the treatment of goods withdrawn for private use in Final accounts.
5. Where will you show the unearned income in the Final accounts? If it is given in additional information.
6. What is meant by provision for discount on Debtors?

**Questions with Two Marks :**

1. Give Journal Entries for the following adjustments :
  - (a) Outstanding salary Rs. 3500.
  - (b) Rent unpaid for one month of Rs. 6000/- p.a.
  - (c) Insurance prepaid for a quarter at Rs. 16,000 p.a.
  - (d) Accrued Interest Rs. 4000 on investment.
2. What adjusting entries would you record for the following :  
Depreciation, Interest on capital.
3. Give meaning of outstanding expenses.
4. Give meaning of prepaid expenses/ income received in advance.
5. What is meant by closing stock. Show its treatment in final accounts.

**UNIT-IX**  
**COMPUTERS IN ACCOUNTING**

**Questions with One Marks**

1. What is binary language?
2. Give one difference between RAM and ROM.
3. What is GIGO?
4. Give 2 examples of system softwares.
5. Which of the following software is not an operating software  
(i) MS-Dos      (ii) Windows XP      (iii) MS Word
6. Name two Application Softwares
7. What is AIS?
8. Why Computer is called Versatile?
9. What is the basic function of CPU? or why CPU is called the Brain of Computer?
10. What kind of operations are performed by ALU?
11. Name two types of Softwares.
12. Give two basic functions of AIS.
13. Give two examples of Readymade Accounting system

**Questions with Two Marks**

1. Give two differences between Readymade Accounting system and Tailor made Accounting system
2. What are the different elements of computer system?
3. What are utility softwares?
4. Name the records that can be maintained Accounts Payable Sub-System.
5. Name the four source documents that are used as accounting input.
6. Write a short note on MIS. State its two advantages
7. Name four Tangible parts of computer
8. How are Report designed in CAS?
9. Give two advantages and two disadvantages of Readymade Accounting system
10. Give two advantages and two disadvantages of Tailor made Accounting system.

**Questions with Four Marks**

1. How has accounting information enabled automation of accounting process?
2. Differentiate between Application software and system software on the basis of meaning, function nature and example.
3. What is computer? Explain the capabilities of computer
4. Explain in detail the computerised Accounting system.
5. Computerised Accounting system has made it easy to maintain books of accounts than manual system of Accounting "Explain this statement by giving four point of difference between computerised Accounting system and manual system of Accounting.
6. Explain the Block diagram of CAS.

**Questions with Six Marks**

1. What is a computer? Explain the various fields in which computer are used maintaining Accounts.

**UNIT-X**  
**ACCOUNTING AND DATA BASE SYSTEM**

**Questions with One Marks**

1. What is Schema?
2. What is database?
3. What is DBMS?
4. Why database is called an " Electronic filing Cabinet"?
5. Name the four form elements of database.
6. Write the full form of ER.
7. Write the full form of EER.
8. What is SQL?
9. What is Data Warehouse?

**Questions with Two Marks**

1. What is meant by Attribute? Name its types
2. Why constraints are needed in Database?
3. What is Entity?
4. Give differences between composite Attribute and Simple Attribute.
5. Give four examples of Database Applications
6. What are weak and strong entities?
7. What is Disjoint and Participation constraint?

**Questions with Four Marks**

1. Draw the various Relationship entity sets.
2. What are the various E-R diagram conventions used while preparing Entity- Relationship models?
3. Explain the different types of Attributes used in database
4. "A database model is an organising principle that specifies particular mechanisms for data storage and retrieval. Draw and explain the Hierarchical and Network models.
5. What is Relational Data Model? why it is important?
6. What is Normalisation? Why it is needed? Name the various Normal forms.
7. What is SQL? What are its various parts?

**10+1 COMMERCE**  
**SAMPLE PAPER**  
**Book Keeping and Accounting –I**

**SECTION – A**

**Questions with One Marks, Answer in 10-15 words**

1. (i). What is accounting?  
(ii). Explain in short the meaning of accounting equation.  
(iii). Why is trial balance prepared?  
(iv). What is Bank reconciliation statement?  
(v). Explain fixed assets.  
(vi). What is DBMS?

**SECTION- B**

**Questions with Two Marks, Answer in 10-15 lines.**

2. Distinguish between current assets and fixed assets.
3. What is the effect of following on assets and liabilities.
  - (i) Goods purchased on credit for Rs 5000 from Ram.
  - (ii) Purchased a machine and paid through cheque Rs 10,000
  - (iii) Wages paid Rs 1000
  - (iv) Received from Ram Rs 1000 by cheque.
4. Write the main objectives of providing depreciation.
5. Where will the following expenses be shown while preparing final accounts.
  - (a) Discount
  - (b) Income Tax
  - (c) Life insurance premium
  - (d) Sales tax
6. How many reports designed in CAS.
7. Prepare a petty cash book with imaginary figures



### SECTION –C

#### Questions with Four Marks, Attempt any 5 question and answer each in 15-20 lines

8. What is the difference between book keeping and accounting?
9. Prepare the Accounting equation on the basis of the following:
  - (i) Started business with cash Rs 70,000.
  - (ii) Credit Purchases of goods Rs 18,000.
  - (iii) Payment made to creditors in full settlement Rs 17,500
  - (iv) Purchase of machinery for cash Rs 20,000.
10. A machine was purchased on 1<sup>st</sup> April 2010 for Rs. 2,50,000. On 1<sup>st</sup> October, 2010 another machine was purchased for Rs 1,50,000. Estimated scrap values were Rs 10,000 and Rs. 5000 respectively. Depreciation is to be provided @ 10% P.a. on the machines under the Reducing Balance system. show the machinery Account for the years ended 31<sup>st</sup> march 2011 and 2012.
11. Give any four errors not revealed by trail balance.
12. Give any four reasons for disagreement of cash book balance with Pass book. balance.
13. Give journal entries for the following Adjustments .
  - (i) closing stock Rs 90,000.
  - (ii) Outstanding salaries Rs 3,200 and outstanding wages. Rs. 2,000.
  - (iii) Prepaid Insurance Rs. 900 and Accrued commission Rs. 1,200.
  - (iv) Charge Depreciation on machinery @ 10% P.a. cost of machinery in trial balance is 2,21,000.
14. Explain in detail the computerised Accounting System.

#### SECTION-D

15. Prepare a Cash book with Bank column of Bharti from the following transactions.

2008	Rs
Dec.1 Cash in Hand	2,20,000
Cash at Bank	60,000
Dec.3 Deposited in bank.	80,000
Dec 4. Goods Purchased and issued a cheque for the same.	34,000
Dec. 7 Cash Purchases	16,000
Dec.8 Paid commission by cheque	12,000
Dec.9 Withdrew from bank for private use	2,500
Dec.12 Received from Ved in full settlement of his account of Rs 6,000, half of the amount was deposited into bank on the same day.	
Dec.16 Interest collected by bank.	14,000
Dec 20 Cash Sales.	42,000
Dec 22 Salaries paid	40,000
Dec 23 Goods sold to Sona & Co.	36,000
Dec 23 Received cheque from Sona & Co. after discount of Rs 300 -	35,700
Dec 26 Deposited. the cheque received from Sona and Co. in bank.	

#### OR

Pass the journal entries.

2016	
April 1. Commenced business with cash.	1,50,000
April 2. opened bank Account	50,000
April 3. Purchased Furniture.	20,000
April 7. Bought goods for cash From. M/S. Rupa traders.	30,000
April 8. Purchased good M/s Hema traders.	42,000
April 10 Cash Sales.	30,000
April 14. sold goods to Mr. Gupta on credit	12,000
April 16 Rent paid	4,000
April 18 Paid trade Expenses.	1,000
April 20 Received cash from Mr.Gupta	12,000
April 22 Goods returned to M/s/ Hema traders	2,000
April 23. Cash paid to M/s Hema traders	40,000

16. Trial Balance of business on 31 march 2016

<b>Debit Balances</b>	<b>Rs.</b>	<b>Credit Balances.</b>	<b>Rs.</b>
Opening Stock	25,000	Sales	2,27,800
Furniture	8,000	Commission	500
Plants & Machinery	1,40,000	Returns outward	1,000
Additions to Plants & Machinery (1.10.2015)	10,000	Creditors	40,000
Debtors	30,000	Capital	1,50,000
Wages	12,000		
Salaries	20,000		
Bad debts	1,000		
Purchases	1,20,000		
Electricity Charges	1,200		
Telephone Charges	2,400		
General Expenses	3,000		
Postage and telegrams	1,800		
Returns Inward	900		
Insurance Premium	1,500		
Cash in hand	2,500		
Cash at Bank	40,000		
	<b>4,19,300</b>		<b>4,19,300</b>

Prepare Trading and Profit and loss Account for the year ended. 31<sup>st</sup> March, 2016 and Balance sheet as at that date taking into account the following adjustments.

1. Closing stock was valued at Rs 7000
2. Outstanding liabilities for wages were Rs 600 and salaries Rs 1400.
3. Depreciation is to be provided @ 5% p.a on all fixed. assets.
4. Insurance premium paid in advance Rs. 200

**OR**

What is a computer? Explain the various fields in which computers are used for main training Accounts.

**CLASS - XI**  
**BUSINESS ECONOMICS AND**  
**QUANTITATIVE METHODS-I**

## **XI (COMMERCE)**

### **UNIT-I**

#### **BUSINESS ECONOMICS & QUANTITATIVE METHODS**

#### **INTRODUCTION TO STATISTICS**

##### **Questions with One Marks**

1. What is statistics?
2. Define presentation in statistics.
3. Name the government organisation which prepare statistical information.

##### **Questions with Two Marks**

1. What is the difference between singular sense & plural sense of statistics?
2. Write a note on nature of statistics.

##### **Questions with Four Marks**

1. What are the features of statistics?
2. What are the limitations of statistics?

##### **Questions with Six Marks**

1. Explain the functions of statistics
2. Explain importance of statistics.

**UNIT-II**  
**COLLECTION OF DATA**

**Questions with One Marks**

1. Who is respondent?
2. What is data?
3. Who is enumerators?
4. Give two examples of primary data?
5. Give two examples of secondary data
6. Give two examples of open end questions.

**Questions with Two Marks**

1. What are the merits & demerits of Primary data?
2. What are the merits & demerits of secondary data?
3. What is the suitability of direct personal investigation?

**Questions with Four Marks**

1. Write difference between Primary data and secondary data.
2. What are the qualities of good questionnaires?

**Questions with Six Marks**

1. What are the methods used in collecting primary data?
2. Explain the sources of collection of secondary data.

**UNIT-III**  
**THEORY OF SAMPLING**

**Questions with One Marks**

1. What is universe?
2. What is sample?
3. What is strata?
4. What is convenience sampling?

**Questions with Two Marks**

1. What is suitability of census method?
2. What is difference between census method & sample method?
3. What is quota sampling?

**Questions with Four Marks**

1. What are the merits & demerits of census method?
2. How sample is collected through random sampling?
3. What are the characteristic of good sample?

**Questions with Six Marks**

1. Explain the methods of collecting sample
2. How sample method is better than census method?

**UNIT-IV**  
**PRESENTATION TO DATA**

**Questions with One Marks**

1. What is classification?
2. Give anyone feature of good classification.
3. What is variable?
4. What is tabulation?
5. What is bar diagram?
6. What is frequency polygon?
7. What is ogive?

**Questions with Two Marks**

1. What are the merits of classification?
2. What is the difference between discrete & continuous series?
3. What are the limitations of tabulation?
4. Why diagrams are prepared?
5. What are limitations of diagrammatic presentation of data?
6. What is the difference between bar diagram & histogram.

**Questions with Four Marks**

1. Explain the different types of classification.
2. Write difference between classification & tabulation.
3. What rules should be followed while preparing graphs.

**Questions with Six Marks**

1. What are the different parts of table? Prepare format of table.
2. What are the different types of table?
3. What is statistical series? Explain its various types?



## **UNIT-V**

### **INTRODUCTION TO MANAGERIAL ECONOMICS**

#### **Questions with One Marks**

1. What is managerial economics?
2. Why managerial economics is pragmatic in nature?
3. Is theory of consumer behaviour covered in micro or macro economics?
4. What is meant by business?

#### **Questions with Two Marks**

1. What is the difference between micro & macro economics?
2. Is managerial economics is an art or science?

#### **Questions with Four Marks**

1. What are the responsibilities of managerial economist?

#### **Questions with Six Marks**

1. Explain scope of managerial economics.
2. Write difference between managerial economics & economics?
3. Discuss the significance of managerial economics.

## UNIT-VI

### CONSUMER BEHAVIOUR & DEMAND

#### Questions with One Marks

1. What is meant by utility?
2. What is point of satiety or saturation?
3. When MU is zero, TU is \_\_\_\_?
4. What is demand?
5. What do you mean by Giffen goods?
6. What are complementary goods?
7. What are substitute goods?

#### Questions with Two Marks

1. What is the difference between total utility & marginal utility?
2. What are the elements of demand?
3. What is elasticity of demand? Name its types.

#### Questions with Four Marks

1. What is the relationship between total utility & marginal utility with diagram?
2. What are the conditions in which law of demand is not applicable?
3. Write difference between increase in demand & expansion of demand.
4. Write difference between decrease in demand & contraction of demand.
5. What is the importance of elasticity of demand?

#### Questions with Six Marks

1. Explain law of diminishing marginal utility with schedule & diagram.
2. What are the factors affecting demand?
3. What is price elasticity of demand? Explain its degrees.
4. Explain factors affecting elasticity of demand.

**UNIT-VII**  
**PRODUCER'S BEHAVIOUR AND SUPPLY**

**Questions with One Marks**

1. What is meant by production function?
2. What is the difference between stock & supply?
3. If TVS is 60 and output is 20 units. Find out AVC.
4.  $AC = \text{_____} + AVC$
5. What is Revenue?
6.  $TR = P \times \text{_____}$
7. What is firm?
8. If MR is 9 and MC is 7. Find out profit.
9. What is marginal revenue?

**Questions with Two Marks**

1. Write difference between long term period & short term period.
2. Differentiate between fixed and variable factors of production.
3. Differentiate between explicit cost & implicit cost.
4. Write difference between total fixed cost & total variable cost.
5. Why AFC curve is called rectangular hyperbola.
6. How MR can be calculated from TR with numerical example.

**Questions with Four Marks**

1. Explain law of increasing returns with schedule & diagram.
2. Market supply is the summation of individual supply curves. Explain.
3. Differentiate between increasing supply & extension of supply.
4. Differentiate between decreasing supply & contraction of supply.
5. What is the relationship between TC, FC & VC with diagram?

### **Questions with Six Marks**

1. Explain principles of law of variable proportion.
2. Explain law of supply with its exceptions.
3. What is price elasticity of supply? Explain its degrees.
4. What is producer equilibrium? How it is determined? Explain its conditions of determination.

## UNIT-VIII

### FORMS OF MARKET & PRICE DETERMINATION

#### Questions with One Marks

1. What is product differentiation?
2. What is price discrimination?
3. What is patent right?
4. Name two forms of imperfect competition?
5. Name two market forces which helps in price determination.

#### Questions with Two Marks

1. What is the difference between pure & perfect competition?
2. Why demand curve in oligopoly is indeterminate?
3. Why selling cost are necessary in monopolistic competition.

#### Questions with Four Marks

1. What is oligopoly? Explain its features.
2. Why firm under perfect competition is called a price taker?
3. Explain change in equilibrium price
  - (a) When supply is perfectly inelastic
  - (b) When demand is elastic

#### Questions with Six Marks

1. What is market? Explain its various types.
2. Write difference between perfect competition, monopoly & monopolistic competition.
3. Explain price determination under perfect competition with diagram.

**SAMPLE PAPER**  
**BUSINESS ECONOMICS & QUANTITATIVE METHODS.**

**XI (COMMERCE)**

**TIME: 3 hrs.**

**MAX. MARKS: 65**

**SECTION-A**

**1. Answer each of the following questions in 1-15 words:**

- a. What is statistics? (1)
- b. What do you mean by tabulation? (1)
- c. When MU is zero, TU is \_\_\_\_\_ (1)
- d. If TVS is 50 and output is 10 units. Find out AVC. (1)
- e. What is patent right. (1)

**SECTION-B**

(Answer each of the following questions in 5-10 lines)

- 2. Write down demerits of secondary data. (2)
- 3. What is quota sampling? (2)
- 4. Write difference between discrete and continuous series. (2)
- 5. Is managerial economics is an Art or Science? (2)
- 6. Write elements of demand. (2)
- 7. How MR can be calculated from TR? Explain with example? (2)
- 8. Why selling cost is necessary in monopolistic competition (2)

**SECTION-C**

(Attempt any 7 questions and answer each in 15-20 lines)

- 9. What are the limitations of statistics? (4)
- 10. What are the qualities of good questionnaire? (4)
- 11. Write characteristic of good sample (4)
- 12. What rules should be followed while preparing graphs. (4)
- 13. Write down scope of managerial economics. (4)
- 14. What is the importance of elasticity of demand? (4)
- 15. Differentiate between decrease in supply and contraction of supply. (4)
- 16. What are the exceptions of law of supply? (4)

17. Why firm under perfect competition is called a price taker. (4)

SECTION-D

Answer following questions each in 3-5 pages.

18. Explain the sources of collection of secondary data (6)

OR

What are the different types of tables? (6)

19. Explain law of diminishing marginal utility with schedule & Diagram. (6)

OR

Write difference between perfect competition, monopoly and monopolistic Competition. (6)

20. Explain principles of law of variable proportion. (6)

OR

How sample method is better than census method? (6)

**CLASS - XI**  
**MODERN OFFICE PRACTICES**



**XI (COMMERCE)**  
**MODERN OFFICE PRACTICES**

**UNIT I**  
**INTRODUCTION OF OFFICE**

**Questions with One Marks**

1. What is an office?
2. What type of nature of office functions?
3. Write one primary function of office?
4. What is the meaning of office management?
5. Define departmentation.
6. Which works are performed by an office manager?
7. What is an office manager?
8. Write two qualities of an office manager?

**Questions with Two Marks**

1. Distinguish between routine functions and administrative functions of an office?
2. Write objectives of an office?
3. What is forecasting?
4. What is planning?
5. What is organising?
6. What is directing?
7. What is controlling?
8. Explain factors affecting departmentation
9. Describe dangers of departmentation.
10. Explain the duties of an office manager.

### **Questions with Four Marks**

1. What is the relation of office with other departments?
2. What are the characteristics of an office?
3. Describe the factors affecting size of an office.
4. Explain the modern trends in office practices.
5. Explain nature of office functions.
6. Describe need and importance of departmentation.
7. Explain methods of departmentation.
8. What is the importance of an office manager?

### **Questions with Six Marks**

1. Define office. Explain in detail administrative functions of an office.
2. Explain in detail the subsidiary functions of an office.
3. Define and explain importance of an office.
4. Define office management. Write the scope of office management.
5. Explain departments of general office.
6. Explain the features and qualifications of an office manager.

**UNIT-II**  
**OFFICE MACHINES**

**Questions with One Marks**

1. What is an automation?
2. What is computer?
3. Write the names of any four machines.
4. Write any four output devices.
5. What is input devices?
6. What is track Ball?
7. What is web camera?
8. What is scanner?
9. What do you mean by MS-EXCEL?
10. What is MS-POWERPOINT?
11. What is MS-OUTLOOK?

**Questions with Two Marks**

1. Write the objectives of automation.
2. Describe the scope of automation
3. Describe the effects of automation
4. Write limitations' of computer.
5. Explain parts of computers.
6. Explain any two input devices.
7. What are the fundamentals of a spreadsheet.
8. What is Tool Bar?
9. What is Photostat?
10. What do you meant by Rotary machine?

**Questions with Four Marks**

1. Explain the need and importance of automation.
2. Explain the features of computer.

3. Explain the types of printers.
4. Explain the types of scanner? Write its advantages and disadvantages.
5. Explain the components of a power point screen.
6. Explain the special role of computers in trade and commerce.

### **Questions with Six Marks**

1. Explain in detail advantages and disadvantages of automation.
2. Which factors influence the choice of office machines?
3. Explain types of office machines.
4. Write uses of computers in various fields.
5. What is software? Classify software.
6. What is copying? Explain the methods of copying.

**UNIT-III**  
**OFFICE COMMUNICATION**

**Questions with One Marks**

1. Define communication.
2. What is oral communication?
3. What is written communication?
4. Explain one function of business letter
5. What is an e-mail?
6. What is a business letter?
7. Define report writing.
8. From which word the word 'report' derived.

**Questions with Two Marks**

1. Explain the elements of communication.
2. Explain the video compression technique.
3. Describe characteristics of a good business letter.
4. Write the advantages of e-mail.
5. Explain the features of good business report.
6. Explain the importance of reports.
7. Explain four purposes of a report.

**Questions with Four Marks**

1. Explain the process of communication
2. Explain communication networks with diagrams.
3. What is video conference? Describe its history.
4. Explain in detail multipoint conferencing.
5. Distinguish between formal and informal communication.
6. What do you mean by business letter? Write its objectives?

7. What are the merits of business letter?
8. Explain the stages of report writing.

**Questions with Six Marks**

1. Explain the importance of communication
2. Write in detail the principles of effective communication.
3. Describe channels of communication.
4. Explain the different types of telephone calls.
5. Explain in details barriers to communication.
6. Describe the role of manager in effective communication.
7. Explain in detail the types of reports.

## UNIT-IV OFFICE RECORD MANAGEMENT

### Questions with One Marks

1. What is record management?
2. What is disposal of obsolete records?
3. What is microfilm?
4. What is data storage management?
5. What is filing?
6. What is indexing?

### Questions with Two Marks

1. Write the merits and demerits of microfilm.
2. What is the need for record storage?
3. Write the features of good filing.
4. Explain electronic filing.
5. Write any four reasons for selecting a good filing system.
6. Write objectives of indexing
7. Write features of a good index.

### Questions with Four Marks

1. Write the objectives of record management.
2. Explain classification of record management.
3. Explain the importance of filing.
4. Distinguish between horizontal system and vertical system of filing.
5. Write the importance of indexing.

### Questions with Six Marks

1. Explain in detail the classification of files.
2. Explain the modern method of filing.
3. Explain methods of indexing in detail.

**SAMPLE PAPER**  
**MODERN OFFICE PRACTICES**  
**XI (COMMERCE)**

**TIME: 3 hrs.**

**MAX. MARKS: 50**

**SECTION-A**

1. **Answer each of the following questions in 1-15 words:**

- i. Write one primary function of an Office. (1)
- ii. What do you mean by MS-Excel? (1)
- iii. What is computer? (1)
- iv. From which word the word 'report' has been derived. (1)
- v. What do you mean by filing? (1)
- vi. Write one feature of a good index. (1)

**SECTION-B**

**(Answer each of the following questions in 5-10 lines)**

2. Describe dangers of departmentation. (2)
3. What is a spreadsheet? (2)
4. Write the affects of automation. (2)
5. Write any four purposes of a report. (2)
6. Describe the video compression technique. (2)
7. Why storage of records are required in office? (2)

**SECTION-C**

**(Attempt any 7 questions and answer each in 15-20 lines)**

8. Explain modern trends in office practices. (4)
9. “Computers are becoming essential in present. Trade and commerce”.  
Explain. (4)
10. Explain the types of printers. (4)
11. What is video conference? Describe its history. (4)



12. Explain the stages of report writing. (4)
13. Write the objectives of record management.
14. Distinguish between horizontal system and vertical system of filing. (4)

**SECTION-D**

**(Answer following questions each in 3-5 pages)**

15. What do you mean by office? Explain in detail administrative functions of an office. (6)
- OR
- Write uses of computer in various fields. (6)
16. Describe channels of communication. (6)
- OR
- Explain in detail classification of files. (6)