**BUSINESS STUDIES - XI**

**SET 1**

**Short Answers**

Attempt any **EIGHT** questions (8×8=64)

1. Define business. Explain the importance of business.

2. Explain the considerations before starting a new business.

3. What is company meeting? Explain different types of company meetings.

4. Define sole trading concern. What are the advantages of investing as sole trading concern?

5. What are public enterprises? Explain the characteristics of public enterprises.

6. How do you explain the importance of co-operative organizations in an underdeveloped country like Nepal?

7. Do you think multinational companies are good for host countries? Justify your answer.

8. What is office management? Explain the importance of office management.

9. Introduce Trade and Export Promotion center. Explain the objectives and functions of TEPC.

10. Explain business letter. Draft an application letter.

**Long Answers**

Attempt any **TWO** questions. (18×2=36)

11. Define business. Explain the economic, human and social objectives of business?

12. Who are partners in a partnership organization? Explain the rights and duties of partners.

13. Define filing. Explain different types of indexing.

**SET 2**

**Short Answers**

Attempt any **EIGHT** questions (8×8=64)

1. What is social responsibility of business? How can a business be socially responsible towards the society?

2. What is a partnership organization? Explain the advantages of partnership organization.

3. Explain the external environmental factors that affect the business.

4. Define sole trading concern. Explain the characteristics of sole trading concern.

5. What are public enterprises? Explain any two types of public enterprises.

6. What is a co-operative organization? What are the characteristics of co-operative organizations?

7. Do you think multinational companies are good for host countries? Justify your answer.

8. What is office furniture? Explain the importance of office machines in an office.

9. Introduce Nepal Chamber of commerce. Explain the objectives and function of Nepal Chamber of Commerce.

10. Explain business letter. Draft a business letter of order to Shikshya Stationary ordering printing A4 papers, red pens, envelopes and markers for Uniglobe HSS.

**Long Answers**

Attempt any **TWO** questions. (18×2=36)

11. Define business. Define the scope of business. (4+14)

12. Define Joint Stock Company. Explain the important documents of joint stock Company in detail.

13. What is indexing? Explain different types of modern filing system.

**SET 3**

**Short Answers**

Attempt any **EIGHT** questions (8×8=64)

1. Explain the importance of business.

2. Define the stages in the evolution of industry.

3. What are the considerations before starting a new business?

4. Define business environment. Explain the different external environmental factors affecting a business decision. (3+5)

5. What is business communication? Explain the importance of business communication. (3+5)

6. Differentiate between partnership and sole trading organizations.

7. What are co-operative organizations? Explain the characteristics of multinational companies. (3+5)

8. Explain public corporations and government companies.

9. What are the different types of partnership? Explain

10. What is company meeting? Explain agenda and resolutions. (3+5)

**Long Answers**

Attempt any **TWO** questions. (18×2=36)

11. Explain business. Explain different objectives of business. (5+13)

12. What do you mean by record management? Explain the principles and importance record management. (5+13)

13. What is filing? Explain modern filing systems. (5+13)

**SET 4**

**Short Answers**

Attempt any **EIGHT** questions (8×8=64)

1. Explain business. Explain the characteristics of business. (3+5)

2. Define commerce. Explain the evolution of commerce.

3. Explain National cooperative Development Board. Explain its functions. (3+5)

4. Explain any five advantages and disadvantages of Joint Stock Company.

5. What is office layout? Explain the principles of office layout. (3+5)

6. Explain annual general meeting and statuary general meeting. (3+5)

7. Differentiate between private and public limited company.

8. What is business communication? Explain the importance of business communication. (3+5)

9. What do you understand by indexing? What are the qualities of good indexing? (3+5)

10. What is records management? Write and explain the principles of record management. (3+5)

**Long Answers**

Attempt any **TWO** questions. (18×2=36)

11. What is business environment? Explain different internal and external environmental factors affecting the business decisions. (5+13)

12. Explain different types of Public Enterprises.

13. What is an Office? Explain the functions of an Office. (5+13)

**SET 5**

**Short Answers**

Attempt any **EIGHT** questions (8×8=64)

1. Explain social and economic objectives of business. (4+4)

2. Do you prefer to invest in partnership firm or sole trading organization? Explain

3. What is cooperative organization? Explain the features of a cooperative organization. (3+5)

4. Explain Joint Stock Company. What are the procedures to be followed to incorporate the joint stock company? (3+5)

5. What is office layout? Explain the importance of office Layout. (3+5)

6. What is filing? Explain any two methods of classification of filing. (3+5)

7. What are office machines? Why are office machines important in an office? (3+5)

8. Define indexing? Why is indexing important. (3+5)

9. What do mean by Public Enterprises? Explain the features of Public Enterprises. (3+5)

10. Draft a letter of enquiry to Gorkha Eco Panel to query about the ready-made wall panels to build earthquake proof homes to the people of Sindhupakchowk.

**Long Answers**

Attempt any **TWO** questions. (18×2=36)

11. Explain business. Explain the scope of business. (5+13)

12. Explain the following business support agencies in Nepal.

Nepal Chamber Of Commerce (NCC)

Federation of Nepal Chamber of Commerce and Industries (FNCCI)

Trade and Export Promotion Center (TPEC)

13. What is Office Management? Explain the importance of Office Management. (5+13)