

Communication English

- Q1. What is the significance of Effective speaking?
 - Q2. What do you mean by writing skill? What are the skills involved in effective writing?
 - Q3. What consideration should be kept in mind while writing letter? Briefly discuss.
 - Q4. Define communication. Discuss the nature of communication.
 - Q5. Explain the concept of formal communication channel.
 - Q6. Differentiate between oral and written communication.
 - Q7. What factors would you keep in mind for effective business communication?
 - Q8. What is a good business letter? Explain the essential characteristics of a good business letter.
 - Q9. Write a letter to Sumrise Furniture's asking for quotation of prices for their office chair and desks. Also inquire about the method of payment.
 - Q10. Write a circular letter announcing the appointment of a firm as your new agent in North Zone.
 - Q11. Write an explanatory note as business to business etiquette.
 - Q12. What is body Language? How does body Language supplement verbal communication? Explain.
 - Q13. What is meant by agenda? Why is it prepared?
 - Q14. Explain the meaning and nature of press report.
 - Q15. Write short none an any two
 - (a) Notice of Meeting
 - (b) Effective Writing
 - (c) Verbal Communications
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Business Accounting

- Q1. What are the main objectives of accounting? Are there any branches of accounting?
 Q2. What are the kinds of accounting? What are the rules of making Journal entries in them?
 Q3. Define distinguish between capital expenditure and revenue expenditure.
 Q4. What do you understand by final account? What are object of preparing them?
 Q5. What is a bill of exchange? What are its characteristics?
 Q6. What is meant by consignment? In what respect does it differ from sales?
 Q7. Write a short note on the following- (i) Cash Discount (ii) Double Entry System
 (iii) Promissory note (iv) Consignment

Q8. Journalese of the following transaction

| | | |
|--------------|---|-----------|
| 2011 July 1 | Sandeep started business with cash Rs. 20,000 | |
| 2011 July 2 | Purchase furniture for cash | Rs. 1000 |
| 2011 July 5 | Purchase goods for cash | Rs. 3000 |
| 2011 July 7 | Bought goods for cash | Rs. 5000 |
| 2011 July 10 | Cash deposited in to bank | Rs.10,000 |
| 2011 July 15 | Sold goods for cash | Rs. 5000 |
| 2011 July 18 | Cash sales | Rs.2000 |
| 2011 July 20 | Paid rent | Rs. 160 |
| 2011 July 29 | Received interest | Rs. 500 |
| 2011 July 31 | Paid Salaries | Rs. 600 |

- Q9. On 1.1.2009 Ram drew a bill on Shyam for Rs. 5000 Shyam accepted it and returned to Ram the term of the bill was two month. Ram endorsed the bill to Mohan on the same day the bill was dishonored on the due date. Pass the neussary entries in the books of Ram, Shyam and Mohan.
- Q10. Prepare trading account, profit and loss account and balance sheet from the following trial balance for the year ending 31st Dec 2011.

| | DR. | CR. |
|---------------------|--------|--------|
| Capital | | 5000 |
| Plant and Machinery | 10,000 | |
| Land and Building | 12,000 | |
| Sale | | 90,000 |
| Furniture | 5000 | |
| Sundry debtor | 10,000 | |
| Trade exp. | 1,000 | |
| Depreciation | 1,000 | |
| Cash in hand | 10,000 | |
| Cash in bank | 10,000 | |
| Wages and salary | 6,000 | |
| Repairs | 1,000 | |
| Purchase | 60,000 | |

| | | |
|-----------------|--------|--------|
| Stack(1.1.2011) | 20,000 | |
| Creditor | | 12,000 |
| Purchase return | | 1,000 |
| Rent | | 1,200 |
| Discount | 800 | |
| Drawings A/c | 1000 | |
| B/R and B/P | 400 | |
| Interest | | 1,000 |

- Q11. M/S Ram Q10 of Kolkata consigned 50 cases of Rs.200 each to M/S Gross Q sons of Katihar. The consigned paid Rs. 200 for insurance and Rs.300 for freight. The A/C sale was received from M/S Gross Q Sons. The total sales amount to Rs. 14,000the expenses incurred by M/s gross Q sons were postage Rs. 20, lartage Rs. 50, godown rent Rs. 130. The consignee is entitled to get a commission of 4% on sales. The amount due on consignment was received from consignor through cheque. Past journal entries in the book of consigner and prepare consignment account.
- Q12. What is meant by consignment? In what respect does it differ from sales.
- Q13. Difference between receipt and payment a/c and Income and expenditure a/c.
- Q14. Capital of Mihir Birani at the brining of the year was Rs. 70,000. During the year his business earned a net profit of Rs. 20,000. He withdrew Rs. 7000 for his personal use. He sold ornament of his wife for Rs. 20,000 and inverted that amount in to the business. Find out his capital at the end of the year.
- Q15. What is the different between a trial balance and a business?

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Business Economics

- Q1. Define Business Economics. Discuss about the nature of Business Economics.
- Q2. What is scope of Macro Economics? Also explain the concept of Business Economics.
- Q3. Write and explain macro Utility theory.
- Q4. Discuss about demand curve? Also explain the law of diminishing marginal utility.
- Q5. Briefly explain the concept of demand forecasting.
- Q6. What is law of supply? What factors lead to left word shift of supply curve?
- Q7. Explain the factories which influence elasticity of supply.
- Q8. What are different types of cost?
- Q9. Explain the relationship between average revenue, marginal revenue and elasticity of demand.
- Q10. Write and explain traditional economic theory of the firm.
- Q11. Explain how price are determined under monopoly.
- Q12. What is price elasticity of demand?
- Q13. Write and explain the theory of profit management.
- Q14. Explain the concept of Production.
- Q15. Write short note on any two
 - (a) Break Even Analysis
 - (b) Elasticity of demand
 - (c) Theory of profit

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Business Mathematics

1@ The Sum of The digits. in a three digit number is 12. If the digits are reversed the numbers are increased by 495 but reversing only 10th and unit digit increased the number by 36. Find the number.

(b) Find the value of $4 + \frac{1}{4 + \frac{1}{4 + \frac{1}{4 + \dots}}}$

2@ Three Numbers are in A.P. and their sum is 15. If 1, 3, 9, are added to them respectively, they form a G.P. Find the Numbers.

(b) 6th term of an A.P. is 17 and seventh term is 6. Find the 23rd term.

3@ Simplify $\frac{2^{m+3} \cdot 3^{2m-n} \cdot 5^{m+n+3} \cdot 6^{n+1}}{6^{m+1} \cdot 10^{m+3} \cdot 15^{-m}}$

(b) Solve $2^{3x-5} = \frac{1}{4^x}$

4. @ Evaluate $\lim_{x \rightarrow 2} \left[\frac{1}{x^2 - 3x + 2} - \frac{1}{x-2} \right]$

(b) For what value of m is the following function continuous at $x=1$.

$$f(x) = \begin{cases} \frac{x^2-1}{x-1} & \text{if } x \neq 1 \\ m & \text{if } x = 1 \end{cases}$$

5@ Find $\frac{dy}{dx}$ if $y = \frac{1+x^2}{1-x^2}$

(b) Differentiate the function w.r.t. x

$$y = (2x+3)(3-4x)$$

6@ Differentiate the following function w.r.t. x

(a) $y = ax^4 + bx^3 + cx^2 - dx - c$

(b) $y = (3x+4)^2 (2x-3)^3$

7. Evaluate.

(a) $\int (\sqrt{x} + \frac{1}{\sqrt{x}}) dx$ (b) $\int (3-2x-x^4) dx$

8. Evaluate.

(a) $\int (x^2-1)^2 dx$ (b) $\int (x-\frac{1}{x})^3 dx$

9. Evaluate.

(a) $\int \frac{3x}{(x-1)(x+2)} dx$ (b) $\int x^2 e^x dx$

10. (a) If $A = \begin{bmatrix} 2 & 3 \\ -4 & 2 \end{bmatrix}$, $B = \begin{bmatrix} 1 & 0 \\ 0 & 1 \end{bmatrix}$, $C = \begin{bmatrix} 1 & 4 \\ 4 & 1 \end{bmatrix}$

Prove that $(AB)C = A(BC)$

(b) $A = \begin{bmatrix} 2 & 5 & 7 \\ 3 & 2 & 1 \\ 1 & 2 & 3 \end{bmatrix}$ $B = \begin{bmatrix} 2 & 5 & 1 \\ 0 & 1 & 0 \\ 3 & -1 & 2 \end{bmatrix}$

Find the matrix X such that $2A + 3X = 5B$.

11. (a) If $A = \begin{bmatrix} -1 & -2 \\ 4 & 3 \\ 5 & 8 \end{bmatrix}$ $B = \begin{bmatrix} -2 & 0 \\ 4 & 7 \\ 2 & 1 \end{bmatrix}$

Find X such that $3A - 4B + X = 0$.

(b) If $A = \begin{bmatrix} 7 & 4 \\ 2 & -7 \end{bmatrix}$ $B = \begin{bmatrix} 9 & 5 \\ 4 & 3 \end{bmatrix}$

Find $4A - 7B$

12. Find the inverse of $A = \begin{bmatrix} 2 & 1 & 1 \\ 3 & -1 & -1 \\ 1 & 2 & 3 \end{bmatrix}$

13. (a) Define set explain with example that different types of sets if $A = \{1, 2, 3\}$, $B = \{2, 5, 7\}$ then find $A \times B$

(b) Define set explain with example the different types of set.

(c) What do you understand by cartesian product of a set. If $A = \{1, 2, 3\}$, $B = \{2, 5, 7\}$, then find $A \times B$.

14. (a) In a group of 500 persons, 350 can play cricket & 250 can play football. Find the number of persons that can play both game.

(b) $A = \{1, 2, 3\}$, $B = \{4\}$, $C = \{5\}$ find $A \times (B - C)$

15. (a) If $a = \{1, 4\}$, $b = \{2, 3\}$, $c = \{5, 6\}$ then verify that

(a) $a \times (b \cup c) = (a \times b) \cup (a \times c)$

(b) $a \cup (b \cap c) = (a \cup b) \cap c$

Business & Industrial Organisation

- Q1. Define Business and discuss its characteristics.
- Q2. What is business system? What are the various features of a business system?
- Q3. What do you understand by joint Hindu family business?
- Q4. Explain the concept of Management. Discuss main function of Management.
- Q5. Who is a Manager? What are the qualities of a successful management?
- Q6. What is decision making? Discuss the process of decision making.
- Q7. Explain the importance of organizing in the present business environment.
- Q8. What is communication? Explain the process of communications.
- Q9. What are the features of organisational behavior?
- Q10. What is meant by training? What are its objectives?
- Q11. What do you understand by advertising? Discuss its objectives.
- Q12. Define the term Industrial relations and bring out its importance.
- Q13. Explain procedure for certification of standing orders. How and when they can be modified.
- Q14. What benefits an insured person is entitled to under the ACT?
- Q15. Write short notes on any two
 - (a) Network Organisation
 - (b) Concept and nature of control
 - (c) Cooperation Society.

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