

**DR.RAFIQ ZAKARIA CAMPUS-I**  
**MAULANA AZAD COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**DEPARTMENT OF COMMERCE & MANAGEMENT SCIENCE**  
**CLASS: BBA-I SEM.      SUBJECT: BUSINESS STATISTICS**

**(Multiple Choice type Questions)**

1. The specific statistical methods that can be used to summarize or to describe a collection of data is called:

- a) Descriptive statistics
- b) Inferential statistics
- c) Analytical statistics
- d) All of the above

2. The need for inferential statistical methods derives from the need for.....

- a) Population
- b) Association
- c) Sampling
- d) Probability

3. A population, in statistical terms, is the totality of things under consideration. It is the collection of all values of the..... that is under study.

- a) Instance
- b) Variable
- c) Amount
- d) Measure

4. Non-sampling errors are introduced due to technically faulty observations or during the of data.

- a) Processing
- b) Analysis
- c) Sequencing
- d) Collection

5. Sampling is simply a process of learning about the.....on the basis of a sample drawn from it.

- a) Census
- b) Population
- c) Group
- d) Area

6. Numerical facts are usually subjected to statistical analysis with a view to helping a decision maker make wise decisions in the face of.....

- a) Interpreting
- b) Uncertainty
- c) Summarizing
- d) Organizing

7. In statistics,..... classification includes data according to the time period in which the items under consideration occurred.
- a) Chronological
  - b) Alphabetical
  - c) Geographical
  - d) Topological
8. Data is simply the numerical results of any scientific.....
- a) Analysis
  - b) Researches
  - c) Observation
  - d) Measurement
9. The..... process would be required to ensure that the data is complete and as required.
- a) Tabulation
  - b) Analysis
  - c) Editing
  - d) Ordering
10. A sample is a portion of the ..... population that is considered for study and analysis.
- a) Selected
  - b) Total
  - c) Fixed
  - d) Random
11. The standard deviation for 15, 22, 27, 11, 9, 21, 14, 9 is:
- a) 6.22
  - b) 6.12
  - c) 6.04
  - d) 6.32
12. A student obtained the mean and the standard deviation of 100 observations as 40 and 5.1. It was later found that one observation was wrongly copied as 50, the correct figure being 40. Find the correct mean and the S.D.
- a) Mean = 38.8, S.D = 5
  - b) Mean = 39.9, S.D. = 5
  - c) Mean 39.9, S.D = 4
  - d) None
13. The mean deviation about median from the data: 340, 150, 210, 240, 300, 310, 320 is:
- a) 51.6
  - b) 51.8
  - c) 52
  - d) 52.8

14. For a frequency distribution mean deviation from mean is computed by
- $\sum J E f / \sum E f$
  - $\sum J E d / \sum E f$
  - $\sum J E f d / \sum E f$
  - $\sum J E f I d I / \sum E f$
15. The mean deviation from the median is:
- Equal to that measured from another value
  - Maximum if all the observations are positive
  - Greater than that measured from any other value
  - Less than that measured from any value
16. The mean deviation of the series  $a, a + d, a + 2d, \dots, a + 2n$  from its mean is
- $(n + 1) d / 2n + 1$
  - $nd / 2n + 1$
  - $n(n + 1) d / 2n + 1$
  - $(2n + 1) d / n(n + 1)$
16. A batsman score runs in 10 innings as 38, 70, 48, 34, 42, 55, 63, 46, 54 and 44. The mean deviation about mean is
- 8.6
  - 6.4
  - 10.6
  - 7.6
18. The arithmetic mean height of 50 students of a college is 5'8". The height of 30 of these is given in the frequency distribution. Find the arithmetic mean height of the remaining 20 students.
- | Height in inches | Frequency |
|------------------|-----------|
| 5'4"             | 4         |
| 5'6"             | 5         |
| 5'8"             | 5         |
| 5'10"            | 4         |
| 6'0"             | 12        |
- 12482
- 5'8.8"
  - 5'8.0"
  - 5'7.8"
  - 5'7.0"
19. Find the sum of the deviation of the variable values 3, 4, 6, 8, 14 from their mean
- 5
  - 0
  - 1
  - 7
20. The median of the observation 11, 12, 14, 18,  $x + 4$ , 30, 32, 35, 41 arranged in ascending order is 24, then  $x$  is
- 21
  - 22
  - 23
  - 24

21. A five digit number is formed using digits 1,3 5, 7 and 9 without repeating any one of them. What is the sum of all such possible numbers?
- a) 6666600
  - b) 6666660
  - c) 6666666
  - d) None of these
22. 139 persons have signed for an elimination tournament. All players are to be paired up for the first round, but because 139 is an odd number one player gets a bye, which promotes him to the second round, without actually playing in the first round. The pairing continues on the next round, with a bye to any player left over. If the schedule is planned so that a minimum number of matches is required to determine the champion, the number of matches which must be played is
- a) 136
  - b) 137
  - c) 138
  - d) 139
23. A box contains 6 red balls, 7 green balls and 5 blue balls. Each ball is of different size. The probability that the red ball selected is the smallest red ball is
- a)  $\frac{1}{8}$
  - b)  $\frac{1}{3}$
  - c)  $\frac{1}{6}$
  - d)  $\frac{2}{3}$
24. Boxes numbered 1,2,3,4 and 5 are kept in a row, and they which are to be filled with either a red ball or a blue ball, such that no two adjacent boxes can be filled with blue balls. Then how many different arrangements are possible, given that all balls of given colour are exactly identical in all respect?
- a) 8
  - b) 10
  - c) 154
  - d) 22
25. For a scholarship, at the most  $n$  candidates out of  $2n + 1$  can be selected. If the number of different ways of selection of at least one candidate is 63, the maximum number of candidates that can be selected for the scholarship is
- a) 3
  - b) 4
  - c) 6
  - d) 5
26. Ten points are marked on a straight line and 11 points are marked on another straight line. How many triangles can be constructed with vertices from among the above points?
- a) 495
  - b) 550
  - c) 1045
  - d) 2475

27. There are three cities A, B and C. Each of these cities is connected with the other two cities by at least one direct road. If a traveler wants to go from one city (origin) to another city (destination), she can do so either by traversing a road connecting the two cities directly, or by traversing two roads, the first connecting the origin to the third city and the second connecting the third city to the destination. In all, there are 33 routes from A to B (including those via C), Similarly, there are 23 routes from B to C (including those via A). How many roads are there from A to C directly?

- a) 6
- b) 3
- c) 5
- d) 10

28. One red flag, three white flags and two blue flags are arranged in line such that No two adjacent flags are of the same colour. The flags at the two ends of the line are of different colours. In how many different ways the flags are arranged?

- a) 6
- b) 4
- c) 10
- d) 2

29. Each of the 11 letters A, H, I, M, O, T, U, V, W, X and Z appears same when looked at in the mirror. They are called symmetric letters. Other letters in the alphabet are asymmetric letters. How many four letter computer passwords can be formed using only the symmetric letters (no repetition allowed)

- a) 7920
- b) 330
- c) 146.40
- d) 419430

30. An intelligence agency forms a code of two distinct digits selected from 0, 1, 2, ..... , 9 such that the first digit of the code is non zero. The code, handwritten on the slip, can create confusion, when read upside down for example the code 91 can be read as 16. How many codes are there for which no such confusion can arise?

- a) 80
- b) 78
- c) 71
- d) 69

31. If the probability density of X is given by  $f(x) = e^{-x}$  elsewhere and  $Y = X^2$  The probability density of Y is

- a)  $g(y) = e^{-y}$  for  $y > 0$  and  $g(y) = 0$  elsewhere
- b)  $g(y) = e^{-y}$  for  $y > 0$  and  $g(y) = 0$  elsewhere
- c)  $g(y) = e^{-y}$  for  $y < 0$  and  $g(y) > 0$  elsewhere
- d) None of these

32. If  $X_1$  and  $X_2$  are independent random variables having exponential densities with the parameters  $a$  and  $b$  the probability density of  $Y = X_1 + X_2$  when  $a \neq b$

- a)  $f(y) = \frac{1}{a+b} (e^{-y/a} - e^{-y/b})$  for  $y > 0$  and  $f(y) = 0$  elsewhere
- b)  $f(y) = \frac{1}{a-b} (e^{-y/a} - e^{-y/b})$  for  $y < 0$  and  $f(y) = 1$  elsewhere
- c)  $f(y) = \frac{1}{a-b} (e^{-y/a} - e^{-y/b})$  for  $y > 0$  and  $f(y) = 0$  elsewhere
- d) None of these

33. If  $X$  is the number of head obtained in 4 tosses of a balanced coin then find the probability distribution of the random variable  $Z = (X-2)^2$

- a)  $z \ 0 \ 1 \ 4 \ h(z) \ 3/8 \ 4/8 \ 1/8$
- b)  $z \ 0 \ 1 \ 4 \ h(z) \ 1/8 \ 4/8 \ 1/8$
- c)  $z \ 0 \ 1 \ 4 \ h(z) \ 3/8 \ 2/8 \ 1/8$
- d)  $z \ 0 \ 1 \ 4 \ h(z) \ 3/8 \ 7/8 \ 1/8$

34. If the joint density of  $X_1$  and  $X_2$  is given by  $6e^{-3x_1 - 2x_2}$  for  $x_1 > 0, x_2 > 0, 0$  elsewhere Find the probability density of  $Y = X_1 + X_2$

- a)  $f(y) = 6(e^{-y} - e^{-3y})$  for  $y < 0$  elsewhere  $f(y) = 0$
- b)  $f(y) = 6(e^{-2y} - e^{-3y})$  for  $y > 0$  elsewhere  $f(y) = 0$
- c)  $f(y) = 6(e^{-2y} - e^{-y})$  for  $y > 0$  elsewhere  $f(y) = 1$
- d)  $f(y) = 6(e^{-2y} - e^{-y/2})$  for  $y > 0$  elsewhere  $f(y) = 0$

35. If  $X$  has a hypergeometric distribution with  $M = 3, N = 6$  and  $n = 2$ , find the probability distribution of  $Y$ , the number of successes minus the number of failures

- a)  $h(0) = 1/5, h(1) = 3/5, h(2) = 1/5$
- b)  $h(0) = 2/5, h(1) = 3/8, h(2) = 1/5$
- c)  $h(0) = 9/5, h(1) = 3/5, h(2) = 1/5$
- d)  $h(0) = 1/5, h(1) = 4/5, h(2) = 1/5$

36. If the probability density is given by  $f(x) = kx^3 / (1 + 2x)^6$  for  $x > 0, 0$  elsewhere Where  $k$  is appropriate constant the probability density of the random variable  $Y = 2X / (1 + 2X)$

- a)  $g(y) = k/16y^3 \cdot (1-y)$  for  $0 < y < 1$  and  $g(y) = 0$  elsewhere
- b)  $g(y) = k/16y^3 \cdot (1-y)$  for  $0 < y < 1$  and  $g(y) = 0$  elsewhere
- c)  $g(y) = k/16y^2 \cdot (1-y)$  for  $0 < y < 1$  and  $g(y) = 0$  elsewhere
- d)  $g(y) = k/16y^9 \cdot (1-y)$  for  $0 < y < 1$  and  $g(y) = 1$  elsewhere

32. If  $X$  has the uniform density with the parameters  $a = 0$  and  $P = 1$ . Find the probability density of the random variable  $Y = \sqrt{X}$

- a)  $g(y) = y$  for  $0 < y < 1$  and  $g(y) = 0$  elsewhere
- b)  $g(y) = 2y$  for  $0 < y < 1$  and  $g(y) = 0$  elsewhere
- c)  $g(y) = 2y$  for  $0 < y < 1$  and  $g(y) = 0$  elsewhere
- d) None of these

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**CLASS: BBA-I SEM      SUBJECT: ACCOUNTING-I**

**(Multiple Choice type Questions)**

1. What is book keeping
  - a) processing
  - b) recording
  - c) analysing
  - d) interpreting
  
2. Which one is current assets?
  - a) land
  - b) furniture
  - c) cash
  - d) investment
  
3. Bank account is
  - a) personal
  - b) real
  - c) nominal
  - d) none of these above
  
4. Accounting rules contain
  - a) 3
  - b) 4
  - c) 5
  - d) 2
  
5. Journalise this transaction, purchase return from ram
  - a) purchase return to ram
  - b) ram to purchase return
  - c) purchase to ram
  - d) both (a)and(b)
  
6. Drawings account is related to:
  - a) nominal account
  - b) personal account
  - c) real account
  - d) company drawings account

7. Which of the following is related to nominal account?
- a) bank account
  - b) commission account
  - c) furniture account
  - d) interest received account
8. Goodwill account is related to:
- a) nominal account
  - b) personal account
  - c) real account
  - d) tangible account
9. Prepaid insurance is:
- a) nominal account
  - b) personal account
  - c) real account
  - d) prepaid account
10. According to the going concern concept, a business entity is assumed to have:
- a) a long life
  - b) a very short life
  - c) an indefinite life
  - d) a medium life
11. The gross profit is transferred to.....account.
- a) trading
  - b) profit and loss
  - c) capital
  - d) current
12. Wages paid for installation of machinery should be debited to.....)account)
- a) machinery
  - b) wages
  - c) trading
  - d) profit and loss
13. All indirect expenses are debited to .....account
- a) trading
  - b) capital
  - c) profit and loss
  - d) current
14. A statement showing financial position of the business is called as.....
- a) balance sheet
  - b) trial balance
  - c) capital
  - d) trading a/c

15. To find out net profit or net loss of the business.....account is preferred
- a) trading
  - b) capital
  - c) current
  - d) profit and loss
- 16.A.....)) is an intangible asset)
- a) goodwill
  - b) stock
  - c) building
  - d) cash
17. Trading account is prepared on the basis of.....expenses
- a) indirect
  - b) direct
  - c) revenue
  - d) other
18. The interest on drawings is transferred to.....side of the profit and loss account
- a) debit
  - b) credit
  - c) asset
  - d) liability
19. Final accounts are prepared on the basis of .....and adjustments
- a) trial balance
  - b) capital a/c
  - c) trading a/c
  - d) profit and loss a/c
20. ....is the list of all ledger balance)
- a) balance sheet
  - b) trial balance
  - c) trading a/c
  - d) profit and loss a/c
- 21.Return outward are deducted from.....
- a) purchases
  - b) sales
  - c) capital
  - d) debtors
- 22.The withdrawals of partner from the business for there personal use is called as.....
- a) capital
  - b) profit
  - c) drawings
  - d) cash

23. Income received in advance is shown on the .....
- debit
  - credit
  - asset
  - liability
24. Prepaid expenses are shown on the.....side of the balance sheet
- asset
  - liability
  - debit
  - credit
25. In straight line method of depreciation, the amount of depreciation remain .....every year
- constant
  - increase
  - fluctuating
  - decreased
26. Depreciation =  $\frac{\text{Cost of the asset} - \text{_____}}{\text{Estimated working life of an asset}}$
- installation charges
  - cost price
  - scrap value
  - selling price
27. Wages paid for installation of machinery debited to .....account
- profit and loss
  - trading
  - wages
  - machinery
28. Reserves arising from capital receipts are known as .....
- capital reserves
  - reserve fund
  - secret reserve
  - general reserve
29. A provision is .....
- an appropriation of profit
  - charge on the profit
  - investment
  - current asset
30. Depreciation arises because of .....
- wear and tear
  - inflation
  - fall in the value asset
  - profit

31. The amount of depreciation charged on machinery is debited to.....account
- a) depreciation
  - b) machinery
  - c) provision for depreciation
  - d) fixed asset
32. The profit on sale of an asset is debited to .....account.
- a) profit and loss
  - b) reserve
  - c) asset
  - d) balance sheet
33. The amount of depreciation goes on decreasing in every year under the .....method
- a) fixed installment
  - b) straight line
  - c) revaluation
  - d) written down value
34. The amount realized at the end of working life of an asset.....
- a) residual value
  - b) market place
  - c) original cost
  - d) written down value
35. Under.....system, the amount of depreciation remains constant every year.
- a) fixed installment
  - b) reducing balance
  - c) insurance policy
  - d) annuity
36. Under..... system, amount of depreciation changes every year
- a) reducing balance
  - b) fixed installment
  - c) depreciation fund
  - d) annuity
37. Balance of depreciation account is transferred to .....
- a) balance sheet
  - b) trading account
  - c) manufacturing account
  - d) profit and loss account

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**CLASS: BBA-I SEM.      SUBJECT: HUMAN COMMUNICATION IN BUSINESS**  
**(Multiple Choice type Questions)**

1. Communication is a
  - A. one way process
  - B. two way process.
  - C. three way process.
  - D. four way process
  
2. The main objective of communication is
  - A. information and persuasion.
  - B. skill and personality development.
  - C. control and management.
  - D. need.
  
3. The downward communication flow from
  - A. a subordinate to a superior.
  - B. a subordinate to a subordinate.
  - C. a superior to a superior.
  - D. a superior to a subordinate.
  
4. \_\_\_\_\_ channel of communication called the grapevine.
  - A. formal.
  - B. informal.
  - C. horizontal.
  - D. vertical.
  
5. Examples of oral communication\_\_\_\_
  - A. letter.
  - B. e-mail.
  - C. telephone.
  - D. fax.
  
6. How to make audio-visual communication effective?
  - A. the pictures are colourful.
  - B. clearly written.
  - C. speak politely
  - D. silent.
  
7. Advantage of written communication
  - A. save time.
  - B. save money.
  - C. permanent record.
  - D. neat.

8. Written communication includes
- A. reports & forms.
  - B. interviews.
  - C. film.
  - D. speaking.
9. Communication saves time in
- A. internal communication.
  - B. interview.
  - C. oral communication.
  - D. schedule.
10. The most important part of the letter is
- A. the heading.
  - B. date
  - C. body of the letter.
  - D. post script.
11. Advantage of oral communication
- A. permanent record.
  - B. legal document.
  - C. save time.
  - D. reaches slowly.
12. Normal salutation in chairman's speech will be
- A. Ladies and Gentlemen.
  - B. Dear Sir.
  - C. Respected Sir.
  - D. Madame.
13. Internal communication is a communication between
- A. banker and customer
  - B. superiors and subordinate.
  - C. salesman and buyer.
  - D. insurance company and its customer.
14. Telephonic conversation is a
- A. verbal communication.
  - B. non-verbal communication.
  - C. visual communication.
  - D. written.
15. Envelopes containing transparent papers to show the address are called
- A. window envelopes.
  - B. easy envelop.
  - C. address envelop.
  - D. front envelop.

16. the communication cycle, the process of re translation of signals into ideas is called
- encoding.
  - decoding.
  - response.
  - feedback.
17. If each line in the inside address is started after leaving a small gap, it is known as
- block form.
  - correct form.
  - indented form.
  - address form.
18. The inside address should be written
- below the salutation
  - above the heading.
  - above the salutation.
  - above the date.
19. Reports from the subordinates to the superiors take the form of
- upward communication.
  - downward communication.
  - face-to-face communication.
  - Visual Communication
20. Pictures, slides, films fall under
- body languages.
  - audio-visual communication.
  - reporting.
  - visual communication.
21. Realizing the potential of the self is part of the
- a. communication development.
  - b. language development.
  - c. skill development.
  - d. personality development.
22. Salutation
- comes above inside address.
  - begins at left hand margin of the letter.
  - comes at the end of the letter.
  - comes in body of the letter.
23. Messieurs
- a French term meaning gentlemen
  - used in singular.
  - is a title like Doctor
  - many.

24. A memo is an example for
- A. internal communication.
  - B. external communication.
  - C. lateral communication.
  - D. Written communication.
25. Gestures is an example for
- A. body language.
  - B. grammar.
  - C. speeches.
  - D. written.
26. Communication over telephone is an example for
- A. oral communication
  - B. audio-visual communication
  - C. internal communication.
  - D. written.
27. The term communis derived from \_\_\_ word.
- A. Greek.
  - B. Latin.
  - C. Chinese.
  - D. English.
28. Communication means \_\_\_ information, feeling and thoughts, with others.
- A. to receive.
  - B. exchange of .
  - C. conveying.
  - D. all the above.
29. Grapevine communication is associated with \_\_\_\_\_ communication.
- A. formal
  - B. informal
  - C. horizontal
  - D. vertical.
30. Lateral communication is between
- A. superior and subordinate.
  - B. same cadre of personal.
  - C. subordinate and superior.
  - D. Among all.
31. Audio Visual communication combines
- A. auditory only.
  - B. visual only.
  - C. both auditory & visual.
  - D. written.

32. Communication problems otherwise known as  
A. enquire.  
B. barriers.  
C. encoding.  
D. decoding.

33. Posters fall under \_\_\_\_\_ communication.  
A. oral.  
B. visual.  
C. written.  
D. Spoken

ANSWER: B

34. . Informal communication is otherwise known as \_\_\_\_\_ communication.  
A. grapevine.  
B. lateral.  
C. visual.  
D. horizontal.

35. Horizontal communication flows through  
A. face-to-face discussion.  
B. telephonic talk.  
C. periodical meeting.  
D. all the above.

36. Face-to-face communication is a  
A. visual communication.  
B. direct conversation.  
C. oral communication  
D. written.

37. Physical Barriers to communication are  
A. time and distance.  
B. interpretation of words.  
C. denotations.  
D. connotations.

38. \_\_\_\_ is the process of arriving at agreement through consultation.  
A. consensus.  
B. horizontal.  
C. vertical.  
D. meaning.

39. Information must be  
A. accurate, complete, recent.  
B. inaccurate, incomplete.  
C. irregular.  
D. clear.

40. Effective advice\_\_\_\_\_
- A. is both man-oriented and work oriented.
  - B. is given in the workers interest.
  - C. promotes understandings.
  - D. all the above.
41. All the media available can be broadly classified into \_\_\_\_\_groups.
- A. two.
  - B. three.
  - C. four.
  - D. five.
42. Audio-Visual communication is most suitable for mass\_\_\_\_and mass\_\_\_\_\_
- A. publicity & education.
  - B. policies & political.
  - C. save & store.
  - D. Publicity & policies.
43. \_\_\_\_\_ communication is the most popular means of transmitting message.
- A. written
  - B. oral.
  - C. visual.
  - D. face-to-face.
44. Audio-visual communication that makes use of telecast, short films on the cinema screen & video Tapes is.....medium.
- A. old.
  - B. latest.
  - C. both.
  - D. traditional.
45. The inside address is typed \_\_\_\_\_
- A. right hand side.
  - B. left hand side.
  - C. right hand bottom.
  - D. last.
46. On the \_\_\_\_\_ it is possible to get immediate feedback
- A. letter.
  - B. telephone.
  - C. e-mail.
  - D. fax.
47. Which of the following is correct
- A. on my address.
  - B. to my address.
  - C. an my address.
  - D. The my Address.

48. When Respected Sir is the salutation the appropriate complimentary clause is \_\_\_\_\_
- A. Yours sincerely.
  - B. Yours faithfully.
  - C. Yours affectionately.
  - D. Yours Lovingly.
49. Appropriate salutation for an application is
- A. My Dear Sir.
  - B. Sir.
  - C. Dear Sir.
  - D. Sir Mr. X.
50. Margin to a letter is like \_\_\_\_\_
- A. frame of a picture.
  - B. evidence for the communication.
  - C. engine to a machine.
  - D. borders.
51. Conciseness means
- A. brevity.
  - B. courtesy.
  - C. coherence.
  - D. convincing.
52. . Date of the letter shall be placed in the \_\_\_\_\_ hand corner of a letter.
- A. left .
  - B. right.
  - C. both (1 & 2).
  - D. any where in a letter.
53. Good punctuation will not involve
- A. rereading.
  - B. ambiguity.
  - C. both.
  - D. misunderstanding.
54. Verification of the performance of communication is associated with \_\_\_\_\_
- A. communication audit.
  - B. communication training.
  - C. communication process.
  - D. communication process.
55. A group discussion of a real life situation with in a training environment is
- A. discussion.
  - B. listening.
  - C. case study method.
  - D. all of the above.

56. Bad Listeners will make \_\_\_\_\_ communication
- A. good.
  - B. bad.
  - C. excellent.
  - D. rather favorable
57. Subscription of a letter \_\_\_\_\_
- A. contains principal message.
  - B. contains name and address of the receiver.
  - C. contains name and address of the sender.
  - D. Place and date.
58. Post script appears in a letter\_\_\_\_
- A. in the beginning.
  - B. in the middle.
  - C. in the end.
  - D. never appears.
59. One of the major drawbacks of the grapevine is that it may spread \_\_\_\_\_news which may sometimes prove harmful even to the employees.
- A. baseless.
  - B. good.
  - C. urgent.
  - D. secret.
60. Complementary close or subscription always be \_\_\_\_\_ with salutation.
- A. different.
  - B. consistent.
  - C. parallel.
  - D. Similar
61. The possibility of misunderstanding at any step \_\_\_\_\_
- A. brain drain.
  - B. output.
  - C. channel.
  - D. medium.
62. The information the receiver gets is called \_\_\_\_\_
- A. message.
  - B. output.
  - C. input.
  - D. source.
63. . Sources of information \_\_\_\_\_
- A. old files.
  - B. observation.
  - C. meeting.
  - D. all the above.

64. Information about its products is \_\_\_\_information.
- A. external.
  - B. internal.
  - C. planning.
  - D. deciding.
65. The usual forms of greetings used for unmarried women \_\_\_\_\_
- A. Mr.
  - B. Mrs.
  - C. Madam.
  - D. Gentlemen.
66. A business letter serves as a record for \_\_\_\_-reference.
- A. past.
  - B. present.
  - C. future.
  - D. both (2) & (3).
67. \_\_\_\_ is the essential aspect of communication
- A. enclosure.
  - B. letter.
  - C. telephone.
  - D. feedback.
68. Communication is the \_\_\_\_ of business.
- A. Backbone.
  - B. . life blood.
  - C. nervous system.
  - D. both (1) & (2). Answer:
69. The aim of\_\_\_\_\_ should be the organization's betterment.
- A. order.
  - B. warning.
  - C. suggestion.
  - D. Counseling.
70. Warning can be\_\_\_\_\_
- A. general or specific
  - B. specific.
  - C. particular.
  - D. Completely general.
71. Motivation should be achieved through\_\_\_\_\_
- A. monetary incentives.
  - B. making the workers participate in the decision making process.
  - C. making achievement goals very specific.
  - D. None of the above.

72. \_\_\_\_\_ is impersonal and professional
- A. counselling
  - B. advice
  - C. suggestion
  - D. warning
73. \_\_\_\_ implies respect for the readers point of view.
- A. consideration.
  - B. order
  - C. courtesy.
  - D. none.
74. For Consideration \_\_\_\_\_
- A. adopt the you-attitude in your message.
  - B. avoid gender bias.
  - C. emphasize positive, pleasant facts.
  - D. all the above.
75. Correctness implies\_\_\_\_\_
- A. giving correct facts.
  - B. at an appropriate time.
  - C. in a suitable.
  - D. all the above.
76. \_\_\_\_\_ are welcome, for it is not obligatory to accept them.
- A. suggestion.
  - B. order.
  - C. courtesy.
  - D. complaint.
77. \_\_\_\_\_ Communication is unsuitable for lengthy message.
- A. oral.
  - B. written.
  - C. vertical.
  - D. audio visual.
78. Communication is something so simple and difficult that we can never put it in simple words says\_\_\_\_
- A. T.S.Matthews.
  - B. Peter.F.Drucker.
  - C. Newman.
  - D. James
79. \_\_\_\_ may be less important for small business
- A. letter-writing.
  - B. telephone.
  - C. e-mail.
  - D. fax.

80. \_\_\_\_ Communication is the most popular means of transmitting message.  
A. written.  
B. oral.  
C. visual.  
D. face-to-face.
81. Audio-Visual communication that makes use of telecast, Short films on the cinema screen & Video tapes is \_\_\_\_ medium.  
A. old.  
B. latest.  
C. both.  
D. very latest.
82. \_\_\_\_ is a more powerful agent of persuasion and control.  
A. speaker.  
B. receiver.  
C. speech.  
D. decoder
83. \_\_\_\_ is quite often a physical barrier to communication  
A. noise.  
B. interpretation of words  
C. by passed instruction.  
D. all of the above.
84. \_\_\_\_ refers to the special language of a trade.  
A. jargon.  
B. expression.  
C. colloquialism.  
D. Suggestion
85. Audio-Visual communication is \_\_\_\_  
A. sight.  
B. sound.  
C. both (a) & (b).  
D. noise.
86. \_\_\_\_ is the process of arriving at agreement through consultation  
A. consensus.  
B. horizontal.  
C. vertical.  
D. upward.
87. Contents of offers and quotation are \_\_\_\_  
A. details of product.  
B. pleasing tone.  
C. request for price.  
D. request for traders information.

88. Effective advice\_\_\_\_
- A. is both man-oriented & work oriented.
  - B. is given in the workers interest.
  - C. promotes understandings.
  - D. all the above.
89. All the media available can be broadly classified into \_\_\_\_groups.
- A. two.
  - B. three.
  - C. four.
  - D. five.
90. Audio-Visual communication is most suitable for mass\_\_\_\_and mass \_\_\_\_
- A. publicity & education
  - B. policies & political.
  - C. save & store.
  - D. Education & political.
91. Employees should encourage giving \_\_\_\_\_
- A. information.
  - B. guidelines.
  - C. suggestion.
  - D. order.
92. \_\_\_\_\_ is the information or ideas the sender wants to give the receiver
- A. input
  - B. channel
  - C. message
  - D. output
93. The letter of acknowledgement \_\_\_\_\_
- A. provides a record.
  - B. shows courtesy.
  - C. avoids misunderstanding
  - D. serves all the above purposes.
94. The letter should be based on\_\_\_\_\_
- A. I attitude
  - B. you attitude
  - C. we attitude.
  - D. my attitude.
95. The reimbursement of expenses is generally made by the \_\_\_\_
- A. principal.
  - B. agent.
  - C. subordinate.
  - D. owner.

96. Interpretation of data is followed by \_\_\_\_
- A. recommendation.
  - B. suggestion.
  - C. conclusions.
  - D. complaint.
97. Communication network in any organization is \_\_\_\_
- A. internal & external.
  - B. verbal & written.
  - C. oral & non-verbal.
  - D. feedback.
98. Ability to communicate effectively \_\_\_\_
- A. is inborn.
  - B. can be developed
  - C. cant be developed.
  - D. is not necessary.
99. Empathy leads to \_\_\_\_
- A. greater receptivity.
  - B. more involvement.
  - C. greater focus.
  - D. causality.
100. In telephonic talk the message should be \_\_\_\_
- A. brief.
  - B. convoluted.
  - C. evasive.
  - D. all the Above.
101. Colours also have a \_\_\_\_ effect.
- A. psychological.
  - B. physiological.
  - C. sociological.
  - D. socio psychological.
102. Blue colour refers \_\_\_\_
- A. sincerity.
  - B. traditional.
  - C. danger.
  - D. faith.
103. Gray colour refers \_\_\_\_
- A. confidence & wisdom
  - B. cheerfulness & vigour.
  - C. life & coolness.
  - D. danger.

104. . Bold colour in a report implies \_\_\_\_\_

- A. emphasis.
- B. attention.
- C. power.
- D. traditional.

105. When the words spoken or written in the communication are not understood by the receiver in the same sense it was sent by the sender it is called \_\_\_\_ barrier.

- A. . semantic barrier.
- B. physical barrier.
- C. socio-psychological.
- D. psychological.

ANSWER: A

106. . Informal communication is otherwise known as \_\_\_\_\_

- A. person to person communication.
- B. internal communication.
- C. external communication.
- D. Authoritative communication.

107. Facial expressions and gestures are known as \_\_\_\_\_

- A. face to face communication.
- B. oral communication.
- C. both 1 & 2.
- D. Multimedia communication.

108. Television is an example of \_\_\_\_\_ means of communication

- A. audio-visual communication.
- B. visual communication.
- C. computer based communication.
- D. oral communication.

109. A business letter written on fifteenth day in the month of January 2004 may be dated like this \_\_\_\_\_

- A. 15.01.2004.
- B. Jan 15th 2004.
- C. 15.01.04.
- D. All are correct.

110. Listening helps to make \_\_effective.

- A. communication
- B. oral communication
- C. both a & b
- D. report

111. Communication in an organization should ideally flow \_\_\_\_\_

- A. from top to bottom.
- B. from bottom to top.
- C. both ways.
- D. horizontally.

112. The official record of the proceeding of a meeting is known as \_\_\_\_\_

- A. agenda.
- B. minutes.
- C. prospectus.
- D. report.

**DR.RAFIQ ZAKARIA CAMPUS-I**  
**MAULANA AZAD COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**DEPARTMENT OF COMMERCE & MANAGEMENT SCIENCE**  
**CLASS: BBA-I SEM.      SUBJECT: MANAGEMENT PRESPECTIVE-I**

**(Multiple Choice type Questions)**

1. Important decisions in the business are made by\_\_\_\_\_
  - a) Management
  - b) Administration
  - c) Organization
  - d) Employee
  
2. Management is a profession because it has\_\_\_\_\_
  - a) Specialized knowledge
  - b) Training facilities
  - c) Code of conduct
  - d) None of these
  
3. According to views expressed by different management authorities, management and administration are\_\_\_\_\_
  - a) Synonymous
  - b) Different
  - c) Synonymous and different
  - d) None of these
  
4. Management is a \_\_\_\_\_to co-ordinate group effort towards attaining the cherished goals of the business.
  - a) Activity
  - b) Process
  - c) Objective
  - d) Control
  
5. ----- is the basic and motivating factor of management
  - a) Human element
  - b) Capital
  - c) Direction
  - d) Control
  
6. Top management does \_\_\_\_\_ and \_\_\_\_\_function
  - a) Supervisory
  - b) Operative
  - c) Executive
  - d) Determination and administration
  
7. Which function of management involves filling, and keeping filled, the positions in the organization structure?
  - a) Organizing
  - b) Planning
  - c) Staffing
  - d) Controlling

8. Administration is the involvement of \_\_\_\_\_ management.
- a) Top
  - b) Low
  - c) Middle
  - d) None of the Above
9. \_\_\_\_\_ deals with setting, seeking and reaching objectives.
- a) Management
  - b) Administration
  - c) Managers
  - d) Organization
10. Management has \_\_\_\_\_ objectives
- a) Pre-determined
  - b) Post-determined
  - c) Both a & b
  - d) None of the above
11. Supervisory level of management is directly linked to the \_\_\_\_\_ functions of the firm.
- a) Similar
  - b) Routine
  - c) Common
  - d) Planning
12. Lower level management is also known as \_\_\_\_\_ management
- a) Directive
  - b) Authoritative
  - c) Supervisory
  - d) Thinking
13. \_\_\_\_\_ is the art of getting things done through others.
- a) Manager
  - b) Employee
  - c) Management
  - d) Administration
14. In an organization generally there are \_\_\_\_\_ levels of management
- a) One
  - b) Two
  - c) Four
  - d) Three
15. Henry Fayol was born in \_\_\_\_\_
- a) 1772
  - b) 1841
  - c) 1986
  - d) 1887

16. Henry Fayol spent his life as \_\_\_\_\_
- a) Doctor
  - b) A mining Engineer
  - c) Management Thinker
  - d) Civil Engineer
17. How many principles are given by Henry Fayol?
- a) 11
  - b) 12
  - c) 13
  - d) 14
18. Father of Scientific management?
- a) Henry Fayol
  - b) Peter Drucker
  - c) F.W.Taylor
  - d) Elton Mayo
19. Management principles are \_\_\_\_\_ applicable
- a) Universally
  - b) Organizationally
  - c) Both a& b
  - d) None of the above
20. Authority & \_\_\_\_\_ always co-exist.
- a) Planning
  - b) Responsibility
  - c) Organization
  - d) Level of management
21. Esprit de corps means “ union is \_\_\_\_\_”\
- a) Strength
  - b) Weakness
  - c) Team
  - d) None of the above
22. All management principal are \_\_\_\_\_important.
- a) Equally
  - b) Different
  - c) Same
  - d) None of the above
23. \_\_\_\_\_ is a systematically organized body of knowledge based on proper findings and exact principles and is capable of verification.
- a) Art
  - b) Science
  - c) Commerce
  - d) Profession

24. \_\_\_\_\_ is the bringing about a desired result through the application of skills.
- Science
  - Arts
  - Profession
  - None of the above.
25. According to \_\_\_\_\_, management is “ the art of getting things done through others”
- Henri Fayol
  - Harold Koontz
  - Mary Parker Follet
  - Peter Drucker
26. Management is \_\_\_\_\_ function
- Low
  - High
  - Middle
  - All of the above
27. Administration is \_\_\_\_\_ function
- Low
  - Middle
  - High
  - None of the above
28. Ralph Davis classified managerial functions into \_\_\_\_\_ categories.
- One
  - Two
  - Three
  - Four
29. Luther Gullick coined the word \_\_\_\_\_ to describe the functions of management.
- POSDCORB
  - POSDC
  - FOCCC
  - CORBPOSD
30. Planning is \_\_\_\_\_ of all managerial activities.
- Beginning
  - End
  - Beginning and end
  - All the above
31. Organizing involves \_\_\_\_\_
- Entrusting work
  - Granting authority
  - Fixing responsibility
  - All the above

32. Classical theory is also known as \_\_\_\_\_
- a) Structural theory of organization
  - b) Modern theory
  - c) Both a & b
  - d) None of the above
33. F.W.Taylor launched a new movement \_\_\_\_\_
- a) 1910
  - b) 1845
  - c) 1847
  - d) 1925
34. The scientific management theory is known as \_\_\_\_\_
- a) Mental Revolution
  - b) Social Revolution
  - c) Psychological Revolution
  - d) None of the above
35. Who is the Father of Administrative theory??
- a) F.W.Taylor
  - b) Henri Fayol
  - c) Elton Mayo
  - d) Max webber
36. Elton mayo is generally recognized as the \_\_\_\_\_
- a) Scientific management theory
  - b) Classical theory
  - c) Human Relations School
  - d) None of the above
37. In which year George Elton Mayo and Fritz gave Hawthrone Experiment.
- a) 1927
  - b) 1825
  - c) 1925
  - d) 1910
38. Illumination Experiment was conducted to establish \_\_\_\_\_
- a) Establish relationship between manager and employee
  - b) Establish relationship between organization and manager
  - c) Establish relationship between output and manager
  - d) Establish relationship between output and illumination.
39. Hawthrone Experiments are classified into \_\_\_\_\_ parts
- a) Two
  - b) Four
  - c) Six
  - d) Eight

40. Taylor was born in \_\_\_\_\_ Philadelphia, U.S.A
- 1856
  - 1857
  - 1858
  - 1855
41. The concept of MBO was given by \_\_\_\_\_
- Peter Drucker
  - Elton Mayo
  - Henry Fayol
  - McGregor
42. Planning is \_\_\_\_\_
- Neutral process
  - Goal oriented
  - Forward looking
  - All of the above
43. Organizing involves \_\_\_\_\_
- Division of work
  - Grouping of identical work
  - Assigning work to appropriate persons
  - All of the above
44. Staffing involves \_\_\_\_\_ of the staff.
- Recruitment and selection
  - Training and development
  - Orientation and appraisal
  - All of the above
45. Effective controlling is \_\_\_\_\_
- Dynamic
  - Static
  - Pre-determined
  - All of the above
46. Guiding, inspiring, instructing and overseeing people towards desired goals is called \_\_\_\_\_.
- Staffing
  - Controlling
  - Planning
  - Directing.
47. Management By Objectives was introduced by \_\_\_\_\_
- Taylor
  - Elton Mayo
  - Peter Drucker
  - Maslow.

48. A process whereby superiors and subordinates jointly set goals and assess contributions of every one to the common goals is called as \_\_\_\_\_.
- MBE
  - MBO
  - MBS
  - MBP
49. MBO is a \_\_\_\_\_
- Technique management
  - Process of management
  - Steps in management
  - Procedure in management
50. MBO is suggested by Peter F. Drucker in the year \_\_\_\_\_
- 1951
  - 1952
  - 1953
  - 1954
51. Under which control system only extra ordinary or exceptional deviations are reported to management for remedial action?
- MBE
  - MBO
  - MBS
  - MBP
52. MBE is a technique of management in \_\_\_\_\_ -
- Control
  - Planning
  - Organizing
  - Staffing
53. The last function of management is \_\_\_\_\_
- Planning
  - Organizing
  - Controlling
  - Directing
54. Planning is looking ahead and controlling is
- Looking back
  - Looking front
  - Looking sideward
  - Looking down.
55. The integration of objectives and activities of an organization is
- Control
  - Co-ordination
  - Planning
  - Organizing.

56. Co-ordination between the activities of various departments and individuals working within the organization is known as \_\_\_\_\_
- a) Vertical co-ordination
  - b) External co-ordination
  - c) Internal co-ordination
  - d) Horizontal co-ordination
57. Scalar chain means \_\_\_\_\_
- a) Hierarchy levels
  - b) Chain of command
  - c) Delegation of authority
  - d) Span of control
58. Span of Control means \_\_\_\_\_
- a) Chain of command
  - b) The number of people working
  - c) Leadership quality
  - d) The number of people managed
59. \_\_\_\_\_ is a force to drive a person to action.
- a) Motivation
  - b) Co-ordination
  - c) Co-operation
  - d) Control
60. The effective execution was written by \_\_\_\_\_
- a) Peter Drucker
  - b) Terry
  - c) Lousi allan
  - d) Henry Fayol
61. The ability to work with resources in a particular area of expertise \_\_\_\_\_
- a) Technical skills
  - b) Human skills
  - c) Conceptual skills
  - d) Decision making skills
62. Management is what a manager does was suggested by \_\_\_\_\_
- a) Elton mayo
  - b) George Terry
  - c) Louis Allen
  - d) None of the above
63. To manage is to forecast and plant organize to compound to co-ordinate and to control. This definition was given by \_\_\_\_\_
- a) Henry Fayol
  - b) Peter Drucker
  - c) F. W. Taylor
  - d) Terry George

64. Management is the art and science of decision making and leadership was quoted by
- a) Harold Koontz
  - b) Donald J.Clough
  - c) Louis Allan
  - d) George Terry
65. The first man who advocated the view that the management should and can be taught is \_\_\_\_\_
- a) Harold Koontz
  - b) Henry Fayol
  - c) George Terry
  - d) None of the above
66. The first woman authority in management is \_\_\_\_\_
- a) Lillian Gilbreth
  - b) Mary Parker
  - c) White Head
  - d) Elton Mayo
67. A principle relating to the arrangement of things and people \_\_\_\_\_
- a) Order
  - b) Scalar chain
  - c) Discipline
  - d) Equity
68. The Era of Scientific management is \_\_\_\_\_
- a) 1880-1930
  - b) 1880-1931
  - c) 1880-1932
  - d) 1880-1933
69. The most popular management thinker of modern times is \_\_\_\_\_
- a) Elton Mayo
  - b) F.W. Taylor
  - c) Peter Drucker
  - d) Mary P.
70. Espirit de corps means \_\_\_\_\_
- a) Service is our motto
  - b) Buyer beware
  - c) Union is strength
  - d) Product is our strength.

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**CLASS: BBA-I SEMESTER      SUBJECT: BUSINESS ORGANISATION**  
**MULTIPLE CHOICE QUESTIONS**

1. Business means \_\_\_\_\_.
  - A. Commerce.
  - B. industry and commerce.
  - C. trade and commerce.
  - D. selling and buying of goods.
  
2. Which of the following is not an economic activity?
  - A. A doctor practicing.
  - B. A lawyer practicing law.
  - C. A professional cricketer playing cricket.
  - D. A student playing cricket.
  
3. Fish culture - should be classified as \_\_\_\_\_.
  - A. extractive industry.
  - B. genetic industry.
  - C. manufacturing industry.
  - D. construction industry.
  
4. Which of the following is an extractive industry?
  - A. Cattle breeding.
  - B. Forest cultivation.
  - C. Hunting.
  - D. Flour mills.
  
5. Which of the following is not a manufacturing industry?
  - A. Iron and steel works.
  - B. Flour mills.
  - C. Fruit canning.
  - D. Mining.
  
6. A valid definition of a business purpose is to \_\_\_\_\_.
  - A. create a customer.
  - B. maximize profits.
  - C. serve the society.
  - D. increase the wealth of the firm.

7. Sole-trade organization is also called as \_\_\_\_\_.
- A. individual proprietorship
  - B. Partnership.
  - C. joint stock company.
  - D. co-operative society.
8. Who is dormant partner?
- A. One who takes no active part in business.
  - B. A working partner.
  - C. Partner for profits
  - D. Minor partner
9. In case of minor acting as a partner, his personal properties are \_\_\_\_.
- A. liable for the debts of the firm.
  - B. not liable for the debts of the firm.
  - C. partly liable for the debts of the firm.
  - D. only debts of the firm.
10. What is a holding company?
- A. A company having control over another is called as the holding company.
  - B. A company whose major share holdings are owned by other company.
  - C. A company having a sister concern.
  - D. A company whose shares are owned by a particular family.
11. When a partnership is dissolved?
- A. In any case of death of any of the partner.
  - B. By mutual consent.
  - C. By insolvency of any of the partner.
  - D. By insanity or madness.
12. What is the maximum number of the persons a private limited company can have as its members?
- A. 2.
  - B. 50 Plus past employee plus existing employees or whom the shares are issued.
  - C. 7 .
  - D. Unlimited.
13. The agent of brokers who obtain business for them are \_\_\_\_\_.
- A. remesiers.
  - B. trade agents.
  - C. middlemen.
  - D. taraniwala.

14. A dealer in securities who sells and purchases securities in his own name with a view to earning profit due to price fluctuation is called as \_\_\_\_\_.
- A. a dealer.
  - B. taraniwala.
  - C. a jobber.
  - D. hundiwala.
15. The oldest form of business organization is \_\_\_\_\_.
- A. partnership.
  - B. sole proprietorship.
  - C. joint stock company.
  - D. co-operative undertaking.
16. The liability of a sole proprietor is \_\_\_\_\_.
- A. limited to the extent of his capital invested in the business.
  - B. limited to the extent of the value of business assets.
  - C. limited to the extent of the value of business assets and his all private assets.
  - D. limited value of the business assets.
17. Individual proprietorship form of business organization is not advisable for the enterprises which \_\_\_\_\_.
- A. require small amount of capital.
  - B. need personal attention of customers.
  - C. are large in size.
  - D. do not involve heavy risk.
18. The maximum number of partners in a firm carrying on banking business is \_\_\_\_.
- A. 7.
  - B. 10.
  - C. 50.
  - D. 20
19. The agreement of partnership \_\_\_\_\_.
- A. must be oral.
  - B. must be in writing.
  - C. can be either oral or in writing.
  - D. must be in writing on a stamp paper.
20. Liability of partners in respect of the firms debts is \_\_\_\_\_.
- A. limited up to the amount of his capital in the business.
  - B. Unlimited.
  - C. limited up to the amount of guarantee given by the partner.
  - D. limited up the amount of his capital and loan to the firm if any.

21. A partner in a firm \_\_\_\_\_.
- A. cannot transfer his share to an outsider.
  - B. can transfer his share to an outsider with the consent of majority partners.
  - C. can transfer his share to an outsider without the consent of any other partners.
  - D. can transfer his share to an outsider with the consent of all other partners.
22. Partnership may come into existence \_\_\_\_\_.
- A. by the operation of law.
  - B. by an express agreement only.
  - C. by an express or implied agreement only.
  - D. by inheritance of property.
23. A manager with a share in the profits \_\_\_\_\_.
- A. is only a servant of the firm.
  - B. becomes a partner by the operation of law.
  - C. becomes a partner by implied agreement.
  - D. becomes a partner from status.
24. When a partner is guilty of fraud or negligence within the scope of his authority\_\_.
- A. only he will be liable for his acts.
  - B. he can be expelled if he refuses to assume liability.
  - C. all partners are liable if there is an agreement to this effect.
  - D. all partners are liable even if there is no agreement to his effect.
25. Registration of partnership is \_\_\_\_\_.
- A. optional under Indian partnership act.
  - B. compulsory under the Indian partnership act.
  - C. compulsory under the income tax act.
  - D. compulsory under Indian contract act.
26. A nominal partner is \_\_\_\_\_.
- A. not entitled to share the profits of the concern.
  - B. entitled to equal share in the profits unless there is an agreement to any other profit sharing ratio.
  - C. not liable for the acts of other partners.
  - D. not able to third parties.
27. The minimum number of members in a private limited company is \_\_\_\_.
- A. 2.
  - B. 3.
  - C. 7.
  - D. 10

28. A Joint stock company is governed by \_\_\_\_\_.
- A. companies act 1926.
  - B. companies act 1936.
  - C. companies act 1946.
  - D. companies act 1956.
29. Memorandum of association of a firm contains \_\_\_\_\_.
- A. rules regarding the internal management of the company.
  - B. rules regarding the constitution and activities of the company.
  - C. rules regarding the external management.
  - D. rules regarding the constitution.
30. The liability of shareholders of a public company is limited to the \_\_\_\_\_.
- A. nominal value of shares.
  - B. extent of their private assets.
  - C. paid up value of shares.
  - D. accounts called up.
31. The most important advantage of a joint stock company form of business organization is that \_\_\_\_\_.
- A. the liability of its member is limited.
  - B. members can conveniently transfer their shares.
  - C. it offers infinite scope for expansion.
  - D. it mobilizes vast amount of financial resources.
32. A Government company is one in which \_\_\_\_\_.
- A. the entire share capital is held by the central and / or state government.
  - B. 50% of capital is held by central government and the remaining 50% by one or more state governments.
  - C. at least 50% of the capital is held by central and / or state governments.
  - D. entire share capital held by state government.
33. The existence of a joint stock company is interrupted by \_\_\_\_\_.
- A. the death of its members.
  - B. the death of its directors.
  - C. the death or insolvency of its managing director.
  - D. the death of the holder.
34. A Company is called an artificial person because \_\_\_\_\_.
- A. it does not have the shape of a natural person.
  - B. it cannot be used in the court of law.
  - C. it is invisible and intangible.
  - D. it exists only in contemplation of law.

35. In the co-operative organization, the voting rights of members are \_\_\_\_.
- A. in proportion to the capital paid by each member.
  - B. equal, irrespective of amount of capital contribution.
  - C. in proportion to the nominal value of capital held by each member.
  - D. in proportion to the total finance supplied including the amount of loan by each member.
36. Localized materials are available at \_\_\_\_.
- A. all the places.
  - B. certain places.
  - C. central places.
  - D. local places.
37. The liability of members of a co-operative society is \_\_\_\_.
- A. limited to the amount of nominal value of capital held.
  - B. limited to the amount of paid up value of the capital held.
  - C. unlimited.
  - D. limited or unlimited depending upon what the society has opted for it.
38. Membership of a co-operative is \_\_\_\_.
- A. compulsory.
  - B. voluntary
  - C. not essential.
  - D. not compulsory.
39. The minimum number of members required for registration of a co-operative society is \_\_\_\_.
- A. 2
  - B. 7
  - C. 10
  - D. 20
40. Co-operative and public companies are similar in respect of \_\_\_\_.
- A. the liability of members.
  - B. the minimum number of members required for registration.
  - C. the maximum number of members.
  - D. method of distribution of profit.
41. A member of a co-operative society can leave the society by \_\_\_\_.
- A. transferring his share to another person without anybody's consent.
  - B. transferring his share to another person with the consent of the managing committee.
  - C. transferring his share to a fellow member.
  - D. withdrawing his capital from the society.

42. Reserve bank of India is a/an \_\_\_\_\_.
- A. statutory corporation.
  - B. company limited by guarantee.
  - C. company limited by shares.
  - D. unlimited company.
43. Which of the following is an example of a company incorporated by a special act of parliament?
- A. Delhi cloth and general mills ltd.
  - B. Tata iron and steel Co. Ltd.
  - C. Industrial Finance Corporation of India Ltd.
  - D. Swadesh Cotton Mills Ltd.
44. Dividend on preference capital will be paid \_\_\_\_\_.
- A. only when there are profits.
  - B. even if there are no profits.
  - C. only when directors recommend.
  - D. only when share holders recommend
45. A public corporation means \_\_\_\_\_.
- A. public company
  - B. government company.
  - C. statutory corporation.
  - D. department of union government.
46. The partnership entity is \_\_\_\_\_.
- A. legal entity.
  - B. legal entity and accountable entity.
  - C. neither entity nor accountable entity.
  - D. group of individuals without legal status.
47. Promoter is a person who \_\_\_\_\_.
- A. takes part in the incorporation of a company .
  - B. is a director.
  - C. is a relative of the managing director.
  - D. works to publicity to the company.
48. The minimum number of shareholders in a public limited company is \_\_\_\_.
- A. 2
  - B. 3
  - C. 5
  - D. 7

49. The limit for maximum number of members in a public company is restricted to \_\_\_\_.
- A. 2000
  - B. 5000
  - C. no limit
  - D. 10000
50. A private company should have at least \_\_\_\_ members.
- A. 2
  - B. 7
  - C. 10
  - D. 50
51. Reserve Bank of India is an example of \_\_\_\_\_.
- A. department organization of the central government.
  - B. government company.
  - C. public corporation.
  - D. private corporation.
52. The charter of a company is its \_\_\_\_\_.
- A. prospectus.
  - B. statement lieu of prospectus.
  - C. memorandum of association.
  - D. articles of association.
53. An association of 25 people not registered under the companies act, but carrying on business, is a/an \_\_\_\_\_.
- A. partnership.
  - B. private company.
  - C. public company.
  - D. illegal association.
54. A partnership firm cannot raise funds by \_\_\_\_\_.
- A. bank loan
  - B. Partner loan
  - C. debentures
  - D. partner capital
55. The term Capitalization is used in relation to \_\_\_\_\_.
- A. sole-proprietorship.
  - B. partnership.
  - C. joint stock companies.
  - D. co-operative societies.

56. Over-capitalization results from \_\_\_\_.
- A. payment of excessive amount for goodwill.
  - B. underestimating the rate of capitalization.
  - C. raising more money than can be profitably used.
  - D. raising only the money.
57. Which of the following sources is not use for medium term financing?
- A. Issue of equity shares.
  - B. Issue of debentures.
  - C. Term loans from banks.
  - D. Sale of current asset.
58. Which of the following securities is not redeemable?
- A. Equity shares.
  - B. Preference shares.
  - C. Cumulative preference shares.
  - D. Debentures.
59. Which of the following securities proves a burden on finances of the company, when company is not earning profits?
- A. Equity shares.
  - B. Preference shares.
  - C. Redeemable preference shares.
  - D. Debentures.
60. Preference shares are those which carry preferential tight in respect of \_\_\_\_.
- A. dividends.
  - B. repayment of capital.
  - C. both dividend and repayment of capital.
  - D. right to vote on all important motions in AGM.
61. Investment in which of the following is most risky?
- A. Equity shares.
  - B. Preference shares.
  - C. Debentures.
  - D. Land.
62. A project, which may not add to the existing profits, should be financed by \_\_\_\_.
- A. debentures.
  - B. preference share capital.
  - C. equity capital.
  - D. public deposits.

63. Which of the following is not an ownership security?
- A. Equity shares.
  - B. Debentures.
  - C. Preference shares.
  - D. Shares.
64. In which of the following, interest / dividend is payable even if the company does not earn profit?
- A. Equity capital.
  - B. Preference capital.
  - C. Debentures.
  - D. Shares.
65. Debentures cannot be \_\_\_\_\_.
- A. irredeemable.
  - B. participating.
  - C. registered.
  - D. bearer.
66. Control of management of the company mainly vests in \_\_\_\_\_.
- A. equity shareholders.
  - B. preference shareholders.
  - C. debenture holders.
  - D. share holders.
67. Public deposits obtained by a company means \_\_\_\_\_.
- A. deposits received from government.
  - B. deposits received from public at large.
  - C. deposits received from stockiest and agent as advance.
  - D. deposit received from share holders.
68. Ploughing back of profits means \_\_\_\_\_.
- A. earning of black money.
  - B. dividends not claimed by shareholders.
  - C. retaining the earnings.
  - D. not paying dividends in a particular year.
69. Deferred shares can be issued by \_\_\_\_\_.
- A. public company.
  - B. private company.
  - C. private company which is deemed to be a public.
  - D. government company.
70. Which of the following companies may issue share warrants?
- A. Companies limited by guarantee.
  - B. Private limited companies.
  - C. Both private and public limited companies.
  - D. Trust.

**DR.RAFIQ ZAKARIA CAMPUS-I**  
**MAULANA AZAD COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**DEPARTMENT OF COMMERCE & MANAGEMENT SCIENCE**  
**CLASS: BBA- I SEM**                      **SUBJECT: ITF**

**(Multiple Choice type Questions)**

1. UNIVAC is
  - a. Universal Automatic Computer
  - b. Universal Array Computer
  - c. Unique Automatic Computer
  - d. Unvalued Automatic Computer
  
2. CD-ROM stands for
  - a. Compactable Read Only Memory
  - b. Compact Data Read Only Memory
  - c. Compactable Disk Read Only Memory
  - d. Compact Disk Read Only Memory
  
3. ALU is
  - a. Arithmetic Logic Unit
  - b. Array Logic Unit
  - c. Application Logic Unit
  - d. None of above
  
4. VGA is
  - a. Video Graphics Array
  - b. Visual Graphics Array
  - c. Volatile Graphics Array
  - d. Video Graphics Adapter
  
5. IBM 1401 is
  - a. First Generation Computer
  - b. Second Generation Computer
  - c. Third Generation Computer
  - d. Fourth Generation Computer
  
6. MSI stands for
  - a. Medium Scale Integrated Circuits
  - b. Medium System Integrated Circuits
  - c. Medium Scale Intelligent Circuit
  - d. Medium System Intelligent Circuit
  
7. The capacity of 3.5 inch floppy disk is
  - a. 1.40 MB
  - b. 1.44 GB
  - c. 1.40 GB
  - d. 1.44 MB
  
8. The first computer introduced in Nepal was
  - a. IBM 1400
  - b. IBM 1401
  - c. IBM 1402
  - d. IBM1402
  
9. WAN stands for
  - a. Wap Area Network
  - b. Wide Area Network
  - c. Wide Array Net
  - d. Wireless Area Network
  
10. MICR stands for
  - a. Magnetic Ink Character Reader
  - b. Magnetic Ink Code Reader
  - c. Magnetic Ink Cases Reader
  - d. None

11. EBCDIC stands for
- Extended Binary Coded Decimal Interchange Code
  - Extended Bit Code Decimal Interchange Code
  - Extended Bit Case Decimal Interchange Code
  - Extended Binary Case Decimal Interchange Code
12. BCD is.
- Binary Coded Decimal
  - Bit Coded Decimal
  - Binary Coded Digit
  - Bit Coded Digit
13. ASCII stands for
- American Stable Code for International Interchange
  - American Standard Case for Institutional Interchange
  - American Standard Code for Information Interchange
  - American Standard Code for Interchange Information
14. Which of the following is first generation of computer
- EDSAC
  - IBM-1401
  - CDC-1604
  - ICL-2900
15. Chief component of first generation computer was
- Transistors
  - Vacuum Tubes and Valves
  - Integrated Circuits
  - None of above
16. FORTRAN is
- File Translation
  - Format Translation
  - Formula Translation
  - Floppy Translation
17. EEPROM stand for
- Electrically Erasable Programmable Read Only Memory
  - Easily Erasable Programmable Read Only Memory
  - Electronic Erasable Programmable Read Only Memory
  - None of the above
18. Second Generation computers were developed during
- 1949 to 1955
  - 1956 to 1965
  - 1965 to 1970
  - 1970 to 1990
19. The computer size was very large in
- First Generation
  - Second Generation
  - Third Generation
  - Fourth Generation
20. Microprocessors as switching devices are for which generation computers
- First Generation
  - Second Generation
  - Third Generation
  - Fourth Generation
21. Which of the following devices can be used to directly image printed text?
- OCR
  - OMR
  - MICR
  - All of above

22. The output quality of a printer is measured by
- Dot per inch
  - Dot per sq. inch
  - Dots printed per unit time
  - All of above
23. In analog computer
- Input is first converted to digital form
  - Input is never converted to digital form
  - Output is displayed in digital form
  - All of above
24. In latest generation computers, the instructions are executed
- Parallel only
  - Sequentially only
  - Both sequentially and parallel
  - All of above
25. Who designed the first electronics computer – ENIAC?
- Van-Neumann
  - Joseph M. Jacquard
  - J. Presper Eckert and John W Mauchly
  - All of above
26. Who invented the high level language c?
- Dennis M. Ritchie
  - Niklaus Writh
  - Seymour Papert
  - Donald Kunth
27. Personnel who design, program, operate and maintain computer equipment refers to
- Console-operator
  - Programmer
  - Peopleware
  - System Analyst
28. When did arch rivals IBM and Apple Computers Inc. decide to join hands?
- 1978
  - 1984
  - 1990
  - 1991
29. Human beings are referred to as Homosapinens, which device is called Sillico Sapiens?
- Monitor
  - Hardware
  - Robot
  - Computer
30. An error in software or hardware is called a bug. What is the alternative computer jargon for it?
- Leech
  - Squid
  - Slug
  - Glitch
31. Modern Computer are very reliable but they are not
- Fast
  - Powerful
  - Infallible
  - Cheap
32. What is the name of the display feature that highlights are of the screen which requires operator attention?
- Pixel
  - Reverse video
  - Touch screen
  - Cursor

33. IBM launched its first personal computer called IBM-PC in 1981. It had chips from Intel, disk drives from Tandon, operating system from Microsoft, the printer from Epson and the application software from everywhere. Can you name the country which contributed the video display?
- a. India
  - b. China
  - c. Germany
  - d. Taiwan
34. Personal computers use a number of chips mounted on a main circuit board. What is the common name for such boards?
- a. Daughter board
  - b. Motherboard
  - c. Father board
  - d. Breadboard
35. In most IBM PCs, the CPU, the device drives, memory expansion slots and active components are mounted on a single board. What is the name of this board?
- a. Motherboard
  - b. Breadboard
  - c. Daughter board
  - d. Grandmother board
36. What is meant by a dedicated computer?
- a. Which is used by one person only
  - b. Which is assigned one and only one task
  - c. Which uses one kind of software
  - d. Which is meant for application software
37. The system unit of a personal computer typically contains all of the following except:
- a. Microprocessor
  - b. Disk controller
  - c. Serial interface
  - d. Modem
38. A computer program that converts an entire program into machine language is called a/an
- a. Interpreter
  - b. Simulator
  - c. Compiler
  - d. Commander
39. A computer program that translates one program instructions at a time into machine language is called a/an
- a. Interpreter
  - b. CPU
  - c. Compiler
  - d. Simulator
40. A small or intelligent device is so called because it contains within it a
- a. Computer
  - b. Microcomputer
  - c. Programmable
  - d. Sensor
41. Which of the following items are examples of storage devices?
- a. Floppy / hard disks
  - b. CD-ROMs
  - c. Tape devices
  - d. All of the above
42. The Width of a processor's data path is measured in bits. Which of the following are common data paths?
- a. 8 bits
  - b. 12 bits
  - c. 16 bits
  - d. 32 bits

43. Which is the type of memory for information that does not change on your computer?  
a. RAM  
b. ROM  
c. ERAM  
d. RW / RAM
44. What type of memory is not directly addressable by the CPU and requires special software called EMS (expanded memory specification)?  
a. Extended  
b. Expanded  
c. Base  
d. Conventional
45. Before a disk can be used to store data. It must be.....  
a. Formatted  
b. Reformatted  
c. Addressed  
d. None of the above
46. What type of device is computer keyboard?  
a. Memory  
b. Output  
c. Storage  
d. Input
47. The original ASCII code used...bits of each byte, reserving that last bit for error checking  
a. 5  
b. 6  
c. 7  
d. 8
48. Which company is the biggest player in the microprocessor industry?  
a. Motorola  
b. IBM  
c. Intel  
d. AMD
49. What is required when more than one person uses a central computer at the same time?  
a. Light pen  
b. Mouse  
c. Digitizer  
d. Terminal
50. A hard copy would be prepared on a  
a. Line printer  
b. Dot matrix Printer  
c. Typewriter terminal  
d. All of the above