

VIDHYA VIKAS MANDALS
RAMACRISNA MADEVA SALGAOCAR HIGHER SECONDARY SCHOOL
MARGAO-GOA

MID TERM EXAMINATION

STD: XII OM

SUB: OFFICE ADMINISTRATION

MARKS: 20

DATE:- 12/07/23

DURATION: 1Hr

Instructions

- I. The question paper consists of three sections- section A, section B, section C, section D
- II. Section A consists of four objective type (Q1 TO Q4) of 1 mark each.
 1. Answer in one word.
 2. Answer in one sentence.
 3. & 4. Fill in the blanks with the most appropriate alternative.
- III. Section B consists of Q5, Q6 & Q7 of 2 marks each to be answered in 20 to 30 words each.
- IV. Section C consists of Q8 to Q.9 of 3 marks each to be answered in 50 to 60 words each.
- V. Section D consists of Q.10 of 4 marks each to be answered in 70 to 80 words each.

SECTION A

1. The first and important skill required to succeed. (1)
2. What is the situational style of leadership? (1)
3. A ____ is the critical function of accounting department and it includes making sure all employees are paid accurately and timely. (1)
(Stipend, payroll, bonus, discount)
4. A ____ is a person who works in an office dealing with records on performing general office duties. (1)
(CEO, Cashier, clerk, security)

SECTION B

5. Explain any 2 functions of a manager. (2)
6. Mention the duties and responsibilities of a C.E.O. (2)
7. State the disadvantages of autocratic style of leadership. (2)

SECTION C

8. Explain the duties and responsibilities of an accountant? (3)
9. Differentiate between a group and a team. (3)

SECTION D

10. Enumerate on the qualities of a good leader. (4)

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