

STD :- XII OM
SUB:-OFFICE ADMINISTRATION

DATE:-8/8/2024
DURATION:- 1 HR
MAX MARKS:-20

MID TERM EXAM

INSTRUCTIONS

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. There are four sections in the question paper section
4. Section A consists of two multiple choice questions. One question to be answered in a word, phrase or figure and one question to be answered in a sentence.
5. Section B consist of three questions of two marks each to be answered in 20-30 words.
6. Section C consist of two questions of three marks each to be answered in 50-60 words.
7. Section D consists of one question of four marks to be answered in 80-100 words

SECTION A

- | | | |
|----|--|----|
| 1. | A person who works in office dealing with records or performing general office duties is called as _____
a) Manager
b) Supervisor
c) Clerk
d) Cashier | 01 |
| 2. | The Leadership style which allows the employee participation in decision making is _____ leadership style.
a) Transformational
b) Autocratics
c) Democratic
d) Situational | 01 |
| 3. | A person responsible for financial transactions of business | 01 |
| 4. | What is transactional leadership style? | 01 |

SECTION B

- | | | |
|----|---|----|
| 5. | Explain any two factors affecting leadership style. | 02 |
| 6. | State any two difference between group and team. | 02 |
| 7. | State any four duties of cashier. | 02 |

SECTION C

- | | | |
|----|--|----|
| 8. | Explain autocratic leadership style and mention it's any two advantages. | 03 |
| 9. | Explain any three responsibilities of accountant in detail. | 03 |

SECTION D

- | | | |
|-----|-----------------------------------|----|
| 10. | Explain the functions of Manager. | 04 |
|-----|-----------------------------------|----|
