

- ① Capital Reserve means _____.
- (A) Capital lies with directors.
 - (B) Capital kept in Bank lockers.
 - (C) Capital raised from premium.
 - (D) Capital lies with Reserve Bank.
- ② Reserve capital means _____.
- (A) Capital remain with bank.
 - (B) Capital for incidental purpose.
 - (C) Capital for the development.
 - (D) Capital which is surplus.
- ③ Dividend means _____.
- (A) Part of profit.
 - (B) End of division.
 - (C) Special reward.
 - (D) None of given.
- ④ Bonus Share means.
- (A) share given during Diwali.
 - (B) share given at low price.
 - (C) share given to directors.
 - (D) share given without any charge.
- ⑤ Fictitious Assets are. _____.
- (A) Real Assets.
 - (B) Liquid Assets.
 - (C) Not shown in Balance sheet.
 - (D) Preliminary Expense.
- ⑥ The aim of collateral security is _____.
- (A) To protect the fixed assets.
 - (B) To safeguard the interest of creditor.
 - (C) To protect building and machinery.
 - (D) To protect the nation.
- ⑦ Stave is a _____.
- (A) Real investor.
 - (B) speculator.
 - (C) small investor.
 - (D) steady investor.
- ⑧ Assignment means _____.
- (A) Homework.
 - (B) signature.
 - (C) rights and duties under contract.
 - (D) One kind of authority.
- ⑨ Collateral security is a _____.
- (A) security given in addition to the Principle security.
 - (B) strong security given for safety.
 - (C) government security given for safety.
 - (D) None of Above.

- 10) Kite Flying means _____
- (A) To fly a kite. (C) Not to give money
(B) To go abroad. (D) Forms of raising money.
- 11) 'Lease' term is connected with.
- (A) Food (C) Freedom
(B) Assets. (D) Duties.
- 12) Bank undertaking to pay the amount on demand to bearer means _____
- (A) Crossed check (C) cash credit
(B) Bank note (D) Over draft.
- 13) An Asset which is easily convertible in cash is called. _____
- (A) Fixed Assets (C) Liquid Assets
(B) Current Assets (D) Fictitious Assets.
- 14) Demurrage means _____
- (A) special store department.
(B) At a long distance.
(C) a charge for the failure to remove cargo.
(D) None of Above
- 15) Amount given by government as a relief to enterprise is called ____.
- (A) Loan (C) Obligation
(B) Subsidy (D) Facility.
- 16) A person appointed as a protector or keeper by court judge is called ____.
- (A) Policeman. (C) Bailiff
(B) Watchman (D) storekeeper.
- 17) An undertaking given by a person is called.
- (A) Contract (C) Trust
(B) Promise (D) Guarantee.
- 18) The right to hold the property of other person until claim is settled is called.
- (A) Mortgage (B) pledge
(C) Lien (D) Lease.
- 19) Who gives letter of credit in commercial transactions?
- (A) Bank (B) Dealer (C) Debtor (D) creditor.
- 20) A bank document ordering one of its branch to pay on demand is called ____.
- (A) Bank note (C) Bank overdraft
(B) Bank Drafts (D) Bank credit Note

Each question has two marks.

Q. 21. What is Business report?

Q. 22. Give the definition of Business Report according to Leslie Kerr.

Q. 23. Write down importance of report writing.

Q. 24. What is the purpose of report writing?

Q. 25. What is individual report?

Q. 26. Give the two ~~methods~~ of individual report.

Q. 27. Give the two types of Business report.

Q. 28. What is committee report?

Q. 29. What is Drafting Advertisement?

Q. 30. Give the tag line for Advertisement for computers.

Q. 31. ~~What is~~ Give the meaning of Departmental Correspondence.

Q. 32. What is memo?

Q. 33. Write down two characteristics of memo.

Q. 34. Define the term 'Reserve Capital'.

Q. 35. Give the definition of Guaratee.