

ICSE SEMESTER 2 EXAMINATION

SAMPLE PAPER - 2

COMMERCIAL APPLICATIONS

Maximum Marks: 50

Time allowed: One and a half hours

Answers to this Paper must be written on the paper provided separately.

You will not be allowed to write during the first 10 minutes.

This time is to be spent in reading the question paper.

The time given at the head of this Paper is the time allowed for writing the answers.

*Attempt **all** questions from **Section A** and **any four** questions from **Section B**.*

SECTION A

*(Attempt **all** questions.)*

Section-A (Attempt all questions)

Question 1.

Choose the correct answers to the questions from the given options. (Do not copy the question, write the correct answer only)

- (i) Receipts are shown on _____ side.
 - (a) Credit
 - (b) Debit
 - (c) Either (a) or (b)
 - (d) None of these
- (ii) _____ is a method of quantitative credit control.
 - (a) Credit Rationing
 - (b) Moral Suasion
 - (c) Publicity
 - (d) Cash Reserve Ratio
- (iii) Induction is one of the _____ functions of Human Resource Management.
 - (a) Procurement
 - (b) Development
 - (c) Training
 - (d) Compensation
- (iv) _____ is a one-way traffic.
 - (a) Recruitment
 - (b) Selection
 - (c) Training
 - (d) None of these
- (v) Newspapers, business magazines, radio and television are the main media for _____.
 - (a) Publicity
 - (b) Stockholders
 - (c) Empathy
 - (d) All of these
- (vi) Consumer education benefits _____ by enhancing awareness of public.
 - (a) Businesses
 - (b) People
 - (c) Society
 - (d) Consumer
- (vii) Vanaspati is a common adulterant of _____.
 - (a) Ghee
 - (b) Mustard
 - (c) Asafoetida
 - (d) All of these

- (viii) _____ is the second stage in hiring.
- | | |
|-----------------|-------------------|
| (a) Selection | (c) Interview |
| (b) Recruitment | (d) None of these |
- (ix) The closing balance of _____ shows surplus or deficit for the year.
- | | |
|------------------------------------|-----------------------------|
| (a) Receipts and Payment Account | (c) Cash book |
| (b) Income and Expenditure Account | (d) Profit and Loss Account |

Section-B (Answer any four questions from this Section)

Question 2.

- (i) State one point of difference between Fixed Deposit Account and Saving Account.
- (ii) State one point of difference between on-the-job training and off-the-job training.
- (iii) Give examples of trading and non-trading concerns.
- (iv) Write the aims of consumer education.

Question 3.

- (i) What do you mean by fictitious assets? Give one example.
- (ii) In India, public relations has made rapid progress particularly due to the mass media organizations of the central and state governments. Name any two media organizations.
- (iii) What do you mean by commercial banks? What are the three types of such banks in India?
- (iv) Health hazards caused by environmental pollution may be classified into three categories. Explain these three categories.

Question 4.

- (i) What are the direct methods of recruitment of employees. Name any two.
- (ii) Explain "Human Relations" element of public relations.
- (iii) Write short note on Cheque Book.
- (iv) 'It is concerned with securing and employing the right kind and proper number of people required to accomplish the organizational objectives'. Identify the type of function of human resource management explain any two activities of this identified function.

Question 5.

- (i) Write the difference between income and expenditure account and profit and loss account on the basis of items.
- (ii) Give one point of difference between open cheque and crossed cheque.
- (iii) Write a short note on liabilities.
- (iv) When can a bank refuse payment of a cheque?

Question 6.

- (i) Write a short note on Saving Deposit Account.
- (ii) How can a company project good image?
- (iii) Discuss the benefits of training.
- (iv) Write the effects of air pollution.

Question 7.

Case Study

It is the first occasion when candidates come into contact with the company's officials. The job seekers are received by the receptionist or some other official who conducts brief interview of the candidates to determine whether it is worthwhile for the candidate to fill up the application form. The purpose of this interview is to ascertain the minimum qualification, experience, age sector of candidates. The candidates who are obviously unfit for the job are rejected.

- (i) Identify the type of interview mentioned in the case study.
What is the next step in selection?
- (ii) What is the purpose of this interview?
- (iii) What is the difference between recruitment and selection?
- (iv) Discuss the guidelines for conducting effective interviews.



Section-A

Answer 1.

- (i) (b) Debit

Explanation :

Receipts are shown on debit side and payments on credit side.

- (ii) (d) Cash Reserve Ratio

Explanation :

Cash Reserve Ratio is the right answer because all other options are included in qualitative credit control.

- (iii) (a) Procurement
- (iv) (a) Recruitment

Explanation :

Recruitment is a one-way traffic because applications flow into the organisation.

- (v) (a) Publicity

Explanation :

Newspapers, business magazines, radio and television are the main media for publicity. These are used for publicity.

- (vi) (c) Society

Explanation :

Consumer education benefits society by enhancing awareness of public because awareness of public will be beneficial for society.

- (vii) (a) Ghee
- (viii) (a) Selection
- (ix) (b) Income and Expenditure Account

Explanation :

The closing balance of Income and Expenditure Account shows surplus or deficit for the year. If the credit side exceeds the debit side, there is surplus and vice-versa.

Section-B

Answer 2.

- (i) The object of fixed deposit account is to earn interest whereas of saving account is to develop habit of saving.
- (ii) In on-the-job training, training imparted at the workplace whereas in off-the-job training, training imparted outside the workplace.
- (iii) Trading Concerns-Book Stall, Chemist Shop, Cloth Store.
Non-Trading Concerns- Clubs, schools, colleges.

- (iv) 1. To reduce waste of natural resources.
- 2. To encourage reuse or recycling of materials.
- 3. To create wise and eco-friendly consumers.

Answer 3.

- (i) These are actually not assets but expenses of a heavy nature which are expected to provide benefits over several years. Share issue expenses is an example of fictitious assets.
- (ii) All India radio
Doordarshan
- (iii) A commercial bank is an institution which accepts deposits of money from the public and provides loans and advances to businessmen and others.
In India commercial banks are of three types-
 - 1. Public sector banks which are owned and controlled by the government such as Union Bank of India.
 - 2. Private sector banks which are owned and controlled by private businessmen such as ICICI Bank, HDFC Bank etc.
 - 3. Foreign banks such as Citibank, American Express bank etc.
- (iv) 1. **Short term health hazards:** These result from temporary exposure to harmful substances and last for a few days or weeks only. These short-term effects on the body usually disappear on withdrawal from exposure. Skin allergies due to chemicals, radiations et cetera are search examples.
- 2. **Long term health hazards:** These result from continuous exposure to hazardous materials over a long period of time. These last 4 months and years arithmetic attacks, accumulation of lead from traffic exhausts are such examples.
- 3. **Transient hazards:** These results from sudden and accidental exposure to hazardous substances. These occur rarely. Effect on the body depends upon the nature and type of hazard involved. Spillage of chemicals in factories is an example of transient hazard.

Answer 4.

- (i) 1. Field recruitment
- 2. Walk in interviews
- (ii) Human relations means relations between human beings on the basis of human dignity and respect for each other. Good human relations require that people are getting along well together with the internal publics as well as external publics. Every person employed in an organization is a human being. There for, each should be aware of the others and should show sincere interest in his official and personal progress.
- (iii) Cheque book is a one of the books which an account holder is required to use. This book contains a number of printed blank forms of cheques with their counterfoils consecutively numbered. And account holder can draw money from his account through cheques. Cheque may be drawn payable to self or payable to 3rd parties. Whenever a person wants to withdraw money or make payments to others, he has to fill in the blank cheques & sign it. He also fills in the counterfoil which indicates the amount withdrawn. Cheque book also contains a requisition slip which is to be duly filled in and signed for obtaining another cheque book from the bank.
- (iv) Procurement function:
It consists of the following activities-
 - 1. **Human Resource Planning:** It is the process of estimating the present and future manpower requirements of the organization, preparing inventory of present manpower and formulating action programs to bridge the gaps in manpower.

2. **Induction or orientation:** It involves familiarizing the new employees with the company, the work environment and the existing employees so that the new people feel at home and can start work confidently.

Answer 5.

- (i) Income and Expenditure Account contains items like subscriptions and donations whereas profit and loss account does not contain such items.
- (ii) No lines are drawn on open cheque whereas two parallel lines are drawn on the face of crossed cheque.
- (iii) Liabilities are debt owed by the firm and payable in future.

Liabilities are of the following types-

1. **Fixed liabilities:** These are payable in the long run or in the termination of business. Share capital, debentures and long-term loans are examples of fixed liabilities.
 2. **Current liabilities:** These are repayable in near future, generally one year. Sundry creditors and bills payable are examples.
 3. **Contingent liabilities:** These liabilities become payable on the happening of particular events. If the events do not happen these are not payable. For example, guarantee given by the firm on behalf of a borrower from a bank will become payable when the borrower makes default in payment.
- (iv) 1. When the funds to the credit of the drawer are not sufficient to make payments of the cheque.
 2. When the cheque is post-dated and is presented for payment before the date it bears.
 3. When the cheque is stale that is more than three months old.

Answer 6.

- (i) Saving account is one of the types of bank deposits account. Any person can open a saving deposit account with a minimum specified amount. In this account, small savings are deposited by middle- and low-income people. Deposits can be made any number of times in a week. But there is a restriction on the number of withdrawals in a week. Interest is allowed on the minimum balance standing on the standing to the credit during a month. Passbook and cheque book are issued to the account holder. The main purpose of a saving deposit account is to develop the habit of savings among public.
 - (ii) The company can project good image by:
 1. Organising customer meets periodically.
 2. Participating in local fairs and exhibitions.
 - (iii) 1. Increase to productivity training helps to improve the quantity and quality of work performance. Well trained employees produce more and better-quality goods.
 2. Better utilization of resources by training, employees learn new and better methods of doing jobs of they make better use of materials and machinery. As a result, wastage of resources in cost of production or reduced.
 3. Better safety training helps to improve the job knowledge and skills of employees. Trading employees operate machines and equipment more carefully and cause fewer accidents.
- (iv) 1. Allergies and wheezing.
 2. Burning sensation in eyes and irritation
 3. Insomnia, tremor, gingivitis
 4. loss of memory
 5. Headache and strain on heart, chest pain
 6. Impairment of reflexes

Answer 7.

- (i) Preliminary Interview. Application Form is the next step in selection process.
- (ii) The purpose of this interview is to ascertain the minimum qualification, experience, age sector of candidates.
- (iii)
 - 1. Recruitment is the first stage in hiring and selection is the second stage in hiring.
 - 2. The objective of recruitment is to create a pool of candidates whereas projective of selection is to choose the right person for every job.
 - 3. Recruitment is a one-way traffic whereas selection is a two-way traffic.
- (iv)
 - 1. The person who is to conduct the interview must be knowledgeable and experienced. He should understand the requirements of the vacancy to be filled common the standards expected of candidates and the techniques of conducting interviews.
 - 2. The interviewer should get detailed information about the candidates before conducting the interview. Such information relates to the background, educational qualifications, work experience etc.
 - 3. The type of information to be obtained, the questions to be asked, the time to be given to each candidate should be decided in advance unless the interview is unstructured.

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