

**COMMERCIAL STUDIES**

*(Two Hours)*

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

*You will **not** be allowed to write during the first **15** 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.*

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

*The intended marks for questions or parts of questions are given in brackets [ ].*

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**SECTION A (40 Marks)**

*Attempt **all** questions from this Section*

**Question 1**

Distinguish between:

- (a) Commercial and Non-commercial activities [2]
- (b) Book keeping and Accounting [2]
- (c) Saving and Fixed deposit [2]
- (d) Journal and Ledger [2]
- (e) Wholesale and Retail trade [2]

**Question 2**

- (a) Explain 'Profession'? Give one example. [2]
- (b) Name any two principles of accounting. [2]
- (c) Explain E-trading. [2]
- (d) State any two objectives of a trial balance. [2]
- (e) Explain non-profit organisations. Give one example. [2]

**Question 3**

- (a) What do you understand by E-waste management? [2]
- (b) Name any two eco friendly products. [2]
- (c) Explain joint stock company. [2]
- (d) State any two features of a co-operative society. [2]
- (e) Briefly explain 'Accounting Cycle'. [2]

**Question 4**

- (a) Explain the term 'Communication'. [2]
- (b) Explain 'Posting'. [2]
- (c) State any one objective of Human Resource Department. [2]
- (d) Mention any two features of a government company. [2]
- (e) State any two features of employment. [2]

**SECTION B (40 Marks)**

*Attempt **any four** questions from this Section*

**Question 5**

- (a) Explain the primary functions of a Commercial Bank. [5]
- (b) State any three merits and any two demerits of online trading. [5]

**Question 6**

- (a) Explain the golden rules of debit and credit of accounts. [5]
- (b) Explain briefly any five aids to trade. [5]

**Question 7**

- (a) Define partnership. Explain any four features of partnership. [5]
- (b) Write short notes on: [5]
- (i) E-mail
- (ii) Social Media

**Question 8**

- (a) Explain primary and secondary industries with examples. [5]
- (b) Prepare a trial balances from the ledger balances of M/s. Agarwal & Sons as at 31<sup>st</sup> March 2018. [5]

Capital	₹ 60,000.00	Advertising	₹ 9,200.00
Purchases	₹ 42,500.00	Furniture	₹ 14,300.00
Sales	₹ 52,600.00	Sundry Debtor	₹ 25,000.00
Opening Stock	₹ 16,500.00	Sundry Creditor	₹ 23,000.00
Building	₹ 33,500.00	Interest on investments	₹ 15,000.00
Closing Stock	₹ 1,500.00	Commission Received	₹ 3,400.00
Carriage on Sale	₹ 1,500.00	Return Inward	₹ 1,500.00
Salaries	₹ 8,000.00	Carriage on Purchase	₹ 2,000.00

**Question 9**

- (a) Explain the elements of the communication process. [5]
- (b) Write short notes on: [5]
- (i) Asset
- (ii) Discount

**Question 10**

Prepare a single column Cash Book (Cash column only) from the following [10]  
transactions of M/s Chaterjee & Sons for the month of April 2018:

April 1	Cash in hand	₹ 4,510/-
April 2	Purchased goods from Mr. Roy in cash	₹ 15,000/-
April 5	Received commission in cash	₹ 3,500/-
April 10	Sold goods in cash	₹ 25,000/-
April 15	Purchased furniture by cheque	₹ 20,000/-
April 18	Paid electricity bill	₹ 3,800/-
April 20	Paid staff salaries	₹ 5,200/-
April 23	Withdrawn cash from business for personal use	₹ 5,000/-
April 25	Cash further invested in business	₹ 20,000/-
April 28	A cheque received from Mr. Roy and deposited into bank.	₹ 15,000/-
April 30	Purchased machinery in cash	₹ 10,000/-