XI portion (Commerce) for 1st Unit Test September 2025

Office Management Portion 1st Unit Test September/October 2025:

Paper 1:

1.   Modern Office.

2.   Basic Functions of an Office.

3.   Administrative Functions of an Office.

4.   Principles of Management.

5.   Correspondence, Classification of Business Letters.

6.   MBO and MBE.

7.   Levels of Management.

8.   Report Writing- Types/Format.

Paper 2:

1.   Office Management and Its Elements.

2.   Office Location/ Factors Affecting Office Location.

3.   Urban Location/Suburban Location- Advantages and Disadvantages.

4.   Open Office and Private Office-Advantages and Disadvantages.

5.   Office Environment: Office Lighting/Interior Decoration,Office Furniture and Temperature and Ventilation.

6.   Office Layout-Objectives and Principles.

7.   Tardiness.

8.   Scientific Management-Aims and Principles.

QUESTION PAPER FORMAT FOR FIRST UNIT TEST - SEPTEMBER/ OCTOBER 2025

(OFFICE MANAGEMENT PAPER 1 AND 2):

Q.1. MATCH THE COLUMN – 5 MARKS.

Q.2. (A) OR (B) – 5 MARKS.

Q.3. (A) OR (B) – 5 MARKS.

Q.4. (A) OR (B) – 5 MARKS.

Q.5. (A) OR (B) – 5 MARKS.

TOTAL MARKS: 25.

 OCM

Portion :

Ch.1 Introduction of Commerce and Business

Ch.2 Trade

Paper Pattern

Q1 A) Fill in the blanks 5m

Q1 B) Match the columns 5m

Q1 C) Give one term/phrase 5m

Q2) Answer the following (any 2 out of 3) 10m

Total : 25m

First Unit Test

मराठी

पाठ-मामू

कविता -प्राणसई

नाटक-साहित्यप्रकार परिचय

उपयोजित मराठी -सूत्रसंचालन

व्याकरण- काव्यगुण, वाक्प्रचार.

11th std French 1st unit test portion

Lessons 0.1 and 2

Book keeping and Accountancy portion for 1st unit test September 2025

First three chapter

1 Introduction to book keeping

2 Double entry system

3 Journal

Paper pattern

Q.1 objectives 15 marks

A fill in the blanks 5m

B Give technical term 5m

C classify the accounts 5m

Q2. Journal. 10m

FYJC COMMERCE MATHEMATICS SYLLABUS for 1st UNIT TEST :-

1. Sets and Relations

2. Complex Numbers

3. Partition Values

4. Bivariate Data and Chi Square Statistics

Paper Pattern For 1st UNIT TEST : Mathematics

Q1. (A) 3 MCQ of 1 mark each. [3]

(B) 5 MCQ of 2 marks each. [10]

Q2. Attempt any 6 out of 9

2 marks each. [12]

**IT Portion*

Ch 1 Basics of IT

1.1 to 1.9

 *IT Paper Pattern - 25 marks**

Q1. Fill in the blanks -5

Q2. State true or false-5

Q3. MCQ(Single correct answer) -5

Q4. MCQ(Two correct answer) -4

Q5. Answer in brief(Any 3) -6

Hindi UT1 25 marks

कविता -प्रेरणा

पाठ-लघु कथाएँ

(क)उषा की दीपावली

(ख)मुस्कुराती चोट

व्यावहारिक हिंदी

हिंदी में उज्जवल भविष्य की संभावनाएँ

व्याकरण

मुहावरे - पृष्ठ 102(1 से 15)

Secretarial Practice (SP)

Portion for Unit Tesr I

Chapter 1 : Secretary

Chapter 2: Joint stock company

Paper Pattern

Q1. A) Fill in the blanks. (5) marks

B) Match the following. (5) marks

C) Give one word (5) marks

D) TRUE or FALSE (2) marks

Q2. Attempt the following (Any one) (8) marks

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