



# JAFFNA HINDU COLLEGE

Risk Holiday Self - Education Worksheet - 2020

Grade - 11 | Business & Accounting Studies

Name/Index No : .....

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## Trade and Supporting Services

### Trade

1. What is meant by trade?

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2. What are the activities performed by trade?

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3. What do you mean by supporting services?

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4. What are the Supporting services?

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5. Show the type of business by drawing flow chart?

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6. What is meant by domestic trade?

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7. What are the two types of domestic trade?

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8. Define the international trade?

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9. What are the two types of international trade?

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10. What is the importance of international trade?

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11. What is meant by retail business?

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12. Who does conduct retail trade?  
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13. What are the types of retail trade? give examples.  
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14. Give examples for retail trade?  
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15. What are the Characteristics of retail trade?  
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16. Gives the Services that are performed by retailer?  
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17. What do you mean by whole sale trade?  
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18. Who does conduct wholesale trade?  
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19. What are the Characteristics of wholesale trade?  
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20. Gives two examples for wholesale trade?  
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21. Write the differences between retail trade and wholesale trade?  
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22. What is meant by import trade?  
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23. Give two examples for import trade?  
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24. What is meant by export trade?  
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25. Gives two examples for export trade?

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26. Who are the middlemen in domestic trade?  
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**Banking**

1. Define the banking Services?  
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2. What do you mean by commercial banks?  
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3. What is the reason of calling authorized commercial banks?  
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4. State example for commercial banks?  
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5. What are the services provided by commercial banks?  
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6. What are the type of deposits maintained in commercial banks?  
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7. What is saving deposits?  
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8. State examples for saving deposits?  
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9. What are the characteristics of saving deposits?  
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10. What are the advantages of saving deposits?  
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11. What are the documents submitted to open a saving account?  
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12. What are the items recorded in savings passbook?

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13. What is term deposit?  
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14. What is special feature of fixed deposit?  
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15. What are the features of fixed deposit?  
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16. What is the document issued by bank to certify the fixed deposits?  
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17. What are the documents submitted to open a fixed deposit?  
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18. What is current account?  
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19. For those current account is more important?  
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20. What are the characteristics of current account?  
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21. Whose verification is important to open a current account?  
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22. What are documents submitted to open a current account?  
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23. What are the benefits of current account?  
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24. What is bank overdraft?  
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25. What is standing orders?  
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26. What is statement?

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27. What are the benefits of bank statements?  
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28. What is cheque?  
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29. What are the major parties involved in transactions related to the cheque?  
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30. What are factors considered in writing a cheque?  
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31. What is counter foil?  
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32. What is MICR?  
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33. State the number in order which printed in MICR?  
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34. What are the items printed in a cheque?  
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.....
35. What are items to be completed in a cheque?  
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36. What is meant by crossing a cheque?  
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37. What are the types of crossing a cheque?  
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38. What is General crossing?  
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39. Give examples for General crossing?  
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40. What is special crossing?

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41. Give examples for special crossing?  
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42. What are the important/ benefits of crossing a cheque?  
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43. Define “not negotiable”?  
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.....
44. Define “Account payee only”?  
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45. What is endorsing a cheque?  
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46. Give the situation when endorsing made?  
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47. What are the services related to e-cash?  
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48. What is e-cash?  
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49. Give examples for e-cash?  
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50. What is credit card?  
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51. What are the international credit card networks?  
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52. What are the uses of credit card?  
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53. State example for credit card?  
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54. What is debit card?

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55. State uses of debit card?
- .....
- .....
56. Give examples for debit card?
- .....
- .....
57. What are the difference between credit card and debit cards?
- .....
- .....
58. What is ATM cards?
- .....
- .....
59. What are the services gained by ATM card?
- .....
- .....
60. What are the uses of ATM cards?
- .....
- .....
61. State two examples for ATM cards?
- .....
- .....
62. What are the importance of services related to the e-cash?
- .....
- .....
63. State the limitations or disadvantages of e-cash services?
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- .....

**Insurance**

1. What is meant by insurance services?
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2. Define the insurance?
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- .....
3. What are the risks of the business?
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4. Who are the parties involved in insurance?

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5. What are the principles of insurance?  
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6. What do you mean by insurable interest?  
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7. Gives examples to insurable interest?  
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8. What do you mean by utmost good faith?  
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9. What is the impact for breach of utmost good faith principle?  
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10. What is meant by indemnity?  
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11. State the insurance policy where the indemnity is not applicable?  
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12. State an example of Indemnity principle?  
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13. What is life insurance?  
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14. Which principle is not applicable for life insurance?  
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15. What are the additional policies with life insurance?  
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16. What are the importan of life insurance?  
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17. What is meant by property insurance?  
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18. What are the types of policies included in property insurance?



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19. What are the important of property insurance?  
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  20. Differentiate the life insurance and property insurance?  
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**Communication Services**

1. Define the communication?  
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2. What are the advantages of communication in business?  
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3. What are the types of communication based on various stake holders?  
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4. What is meant by Internal Communication?  
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5. Who are involved in Internal Communication?  
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6. What are the importance of Internal Communication?  
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7. What is meant by External Communication?  
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8. Who are involved in External Communication?  
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9. What are the difference between Internal communication and External communication?  
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10. What are the nature of communication?  
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11. State some example of communication medium?

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 12. Give the medium for verbal communication?  
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 13. Give the medium for written communication?  
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 14. Give the medium for electronic communication?  
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 15. Give the medium for code and signal communication?  
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 .....  
 16. What are the electronic communication medium for written communication?  
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 .....  
 17. What are the electronic communication medium for code and signal communication?  
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 18. What are the electronic communication medium for verbal; written; code signal communication?  
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 19. State draw backs while the communication medium is includes nature of communication?  
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 20. What is meant by process of communication?  
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**Transportation Services**

1. What do you mean by transportation?  
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 2. State the elements of transportation?  
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 3. Define the way of transportation?  
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 4. Give examples for ways of transportation?

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5. What do you mean by transportation medium?  
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6. Give examples for transportation medium?  
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7. Define the power of transportation?  
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8. Give examples for powers of transportation?  
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9. Define the terminal of transportation?  
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10. What are the activities performed in terminal of transportation?  
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11. Give the examples for terminals of transportation?  
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12. State the factors to be considered when selecting an appropriate transportation medium?  
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13. State the transportation contributions in order to perform business activities effectively?  
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14. What are the ways of transportation?  
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15. Define the road transportation?  
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16. Give the advantages of road transportation?  
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17. State the disadvantages of road transportation?  
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18. What do you mean by railway transportation?

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19. Give the advantages of railway transportation?

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20. Give the disadvantages of railway transportation?

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21. Define the airway transportation?

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22. Give the advantages of railway transportation?

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23. Give the disadvantages for railway transportation?

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24. Define the water ways transportation?

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25. State the advantages of water way transportation?

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26. State the disadvantages of water way transportation?

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