

Secretarial Practice

(English version)

Time : 2 hours]

[Maximum Marks : 40

PART - A

4×5=20

- Note :** (i) Write answers for **ANY FOUR** questions.
(ii) Each question carries **FIVE** marks.

1. Write the functions of Modernised office.
2. Write about the methods of 'Indexing'.
3. What is 'Word Processing' ?
4. Write about different kinds of 'Office furnitures'.
5. Write about 'Mail-in' and 'Mail-out'.
6. Write about 'Franking machine'.
7. Write about the 'classification of Filing'.

PART - B

10×2=20

- Note :** (i) Write answers for **ANY TEN** questions.
(ii) Each question carries **TWO** marks.

1. Write about 'Indexing'.
2. What is an 'Office' ?

3. Write about Routine filing.
 4. Write about Land use decision making.
 5. Write about the Office - stationery.
 6. Explain Type-writing.
 7. What is 'Filing' ?
 8. Write the process of typing a statement.
 9. What are the uses of 'Shift key' ?
 10. Write about Office - facilities.
 11. Write about administrative duties in office.
 12. Write about 'Bound Index'.
 13. Explain the following.
 - (a) Demand draft
 - (b) Phonogram
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