This question paper contains 2 printed pages.

55E

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
