

561502

Seat No. _____

Third Year B. A. Examination

April / May – 2003

Office Management & Secretarial

Practice : Paper - XI

(Theory & Practical)

(New Course)

Time : **3** Hours]

[Total Marks : **70**

- Instructions :** (1) **All** questions are **compulsory**.
- (2) Full marks of each question are given at **right** side of the question.
- (3) Typing practical of **14** marks will be conducted **separately**.

SECTION - I

(Theory)

1 What is a Secretary ? Explain the different types of secretary. **12**

OR

1 What is office form ? Explain its advantages in using form. **12**

2 Define Stationery. Which principles would you keep in mind for purchase of Stationery items ? **12**

OR

- 2** Write short notes on : (any **two**) **12**
- (a) Types of meeting
 - (b) Cheque and draft
 - (c) Application for the post of a stenographer
 - (d) Sources of informations
 - (e) Communication.

- 3** What do you know about duplicating ? Describe its merits and demerits. **10**

OR

- 3** What is a manuscript ? What precaution is necessary while typing from a manuscript ? **10**

- 4** "Intersection is one of the best methods for the brief, distinctive and rapid writing in shorthand". — Discuss. **12**

OR

- 4** What do you know about contraction in shorthand ? How are special contractions formed ? Discuss. **12**

SECTION - II

(Shorthand Practical)

- 5** Write shorthand outlines for the following business phrases : **5**
- (a) Under bill of sale
 - (b) By passenger train
 - (c) Your esteemed favour
 - (d) Board of directors
 - (e) Directors' report.

- 6** Transcribe the following in shorthand paying special **5**
attention to the use of essential vowels and contracted
outlines :

I am sorry to interfere with the arrangements for the announcement of the concert season, but at the same time I am compelled to say that I think the form proposed is not likely to have the effect of introducing new members to the society. I fear the psychological effect of the working of the circular, which is more like a command or instruction than in invitation. I think it will provoke a feeling of resentment in the minds of those whom you are addressing, and the same convey a false impression.
