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.  

OR

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

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

OR

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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.
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.