

CBSE Question Paper – 2010

OFFICE PRACTICE AND SECRETARYSHIP

(Common to office Secretaryship, Stenography, Accounting &
Auditing)

(Theory) paper I

Class – XII

Time allowed: 2 hours

Maximum Marks: 30

Instructions: Attempt all questions.

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| 1. What is meant by Inward Mail? | 1 |
| 2. State any two advantages of window envelope. | 1 |
| 3. Define Filing. | 1 |
| 4. What is meant by weeding of old records? | 1 |
| 5. State any two important objectives of mechanizing office work | 1 |

Other Educational Websites:

ICSEGuess.com | NIOSGuess.com | IGNOUGuess.com | IITGuess.com | MagicSense.com | AIPMTGuess.com |
AIEEEGuess.com | IndiaGuess.com

6. What for is stencil duplicator used? 1
7. Briefly explain the use of Facsimile in an office. 1
8. What is Telegraphy? 1
9. Write any two duties of a Secretary before convening a meeting 1
10. Give any two differences between Motion and Resolution. 1
11. Explain any three differences between 'Registered Packets' and 'Insured Packets'. 3
12. Explain the relationship between 'Filing' and 'Indexing'. 3
13. Explain in brief the utility of the following machines : 3
 - (i) Accounting machine
 - (ii) Folding machine
 - (iii) Photo – copying machine
14. What is Telex? Differentiate between Telex and Teleprinter. 3
15. Explain the meaning of 3
 - (i) Quorum
 - (ii) Casting Vote
 - (iii) Minutes of the proceedings of a meeting

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16. What are the differences between 'Annual General Meeting' and an 'Emergency Meeting' of an organization? Explain.

5

OR

What is meant by an 'Agenda' of a meeting? Draft an Agenda for a meeting with imaginary details.

5

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