

MH Board Class 12 Secretarial Practices Question Paper(Memory Based)

Time Allowed :3 Hours

Maximum Marks :100

Total questions :35

General Instructions

Read the following instructions carefully and strictly adhere to them:

1. All questions are compulsory and must be answered in complete sentences; one-word or fragmented answers will not be awarded full marks.
2. Graphic organizers such as web diagrams, flow charts, and tables must be drawn neatly and exactly as presented in the question paper with the correct information filled in.
3. In reference to point 2, answers provided without the required diagrams or tables will not be considered for credit.
4. Use only a blue or black ballpoint/gel pen for writing and drawing; the use of pencils for diagrams is permitted, but colour pencils or sketch pens are strictly prohibited.
5. If multiple responses are provided for a single-answer activity, the entire attempt will be treated as invalid and no marks will be assigned.
6. Maintain the chronological sequence of Sections, Question Numbers, and Sub-activities as per the question paper to ensure systematic evaluation.

1. Differentiate between Fixed Capital and Working Capital.

2. Differentiate between Equity Shares and Preference Shares.

3. Differentiate between Shares and Debentures.

4. Differentiate between Transfer of Shares and Transmission of Shares.

5. Differentiate between Interim Dividend and Final Dividend.

6. State the features of Equity Shares and Preference Shares. Also explain the types of Preference Shares.

7. State the benefits of the Depository System to investors and companies.

8. Explain the meaning and importance of "Ploughing Back of Profits".

9. Draft a letter for the issue of Bonus Shares or payment of dividend through a Dividend Warrant.

10. Justify the statement: "Equity shareholders are the real owners of the company."
