CBSE Class 12 Office Procedures and Practices 2004 - Set 194

Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 2 Hours **Maximum Marks: 30**

General Instructions

(i) All questions are compulsory.

(ii) Marks for questions are indicated against each of them.

(iii) Questions 1 to 10 are short answer type questions carrying one mark each. Answers to these should not normally exceed 30 words each.

(iv) Questions 11 to 15 are short answer type questions of three marks each. Answers to these should not normally exceed 70 words each.

(v) Question 16 is a long answer type question of five marks. Its answer should not normally exceed 150 words.

(vi) Answers should be brief and to the point

Questions

1. What is an Index ?

2. Why is Indexing needed ?

3. Why are papers filed ?

4. What is a stencil duplicator used for ?

5. What is Telefax or Facsimile telegraphy ?

6. What are the advantages of using FAX machine ?

7. What is close circuit T.V. ?

8. Give the advantages of using close circuit T.V.

9. Why are bells and buzzers used in an office ?

10. By whom are the minutes of the proceedings of a meeting signed ?

11. State and explain any three essentials of a good filing system.

12. Explain the advantages of using computers in a modern office.

13. Draft a notice for an Annual General Meeting of a company.

OR

13(a). Distinguish between a motion and a resolution.

13(b). What is meant by Quorum ?

14. What physical facilities should be provided for the smooth conduct of a meeting ?

15. What are the duties to be performed by the Secretary during and after a meeting ?

16. Outline a procedure for handling outward mail in a big business house.

- End of Question Paper -