CBSE Class 12 Office Procedures and Practices 2007 - Set 194/1

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 meant by Inward Mail ?

2. What is meant by'Speed Post'?

3. What do you mean by classification of Files ?

4. Give any two advantages of Vertical Filing System.

5. Explain the utility of a Calculator.

6. What is the use of 'Franking Machine' ?

7. What do you mean by Facsimile ?

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

9. Mention two main duties of a Secretary after the meeting.

10. Distinguish between 'Motion and Resolution'.

11. What is the difference between a 'Registered Packet' and a 'Insured Packet' ? Explain with a suitable example.

12. Explain the centralisation of Filing System in an office. What are its advantages ?

13. Explain the working of a Stencil Duplicator.

14. Explain the utility of Computers in an office.

15. Define 'Meetings'. How many types of meetings are held in a company ? Explain.

16. What do you mean by 'Agenda' of a meeting ? Draft an agenda for a meeting with the help of imaginary details.

OR

16. What is the difference between "Annual General Meeting" and an "Emergency Meeting" of an organisation ? Explain in details.

- End of Question Paper -