CBSE Class 12 Office Procedures and Practices 2007 - 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 1–10 carry 1 mark each. Answers should not normally exceed 30 words each.
(iv) Questions 11–15 carry 3 marks each. Answers should not normally exceed 70 words each.
(v) Question 16 carries 5 marks. Its answer should not normally exceed 150 words.
(vi) Answers should be brief and to the point.

Questions

1. State any two advantages of Post Office guide.

2. Give any two advantages of window envelope.

3. Define filing.

4. Name the Index adopted by a bank to identify the specimen signatures of customers.

5. What is the use of folding machine ?

6. What for is stencil duplicator used ?

7. Describe in very brief the use of Close Circuit Television (C.C.T.V.) at an airport.

8. What is the use of Telegraphy ?

9. What is meant by the term 'Quorum' ?

10. How are the 'agenda' and 'minutes' different from one another ?

11. What do you mean by centralisation of mail handling work ? Give its any two advantages.

12. What is the relationship between 'Filing' and 'Indexing' ? Explain.

13. Explain the utility of any **two** of the following machines :

    1. Franking machine
    2. Xerox machine
    3. Accounting machine

14. What is Telex ? What is the difference between Teleprinter and Telex ?

15. What is Extra-ordinary General Meeting of a company ? Explain in brief any four duties of a company secretary regarding an Extra-ordinary General Meeting.

16. What physical facilities are required for convening and conducting a meeting ? Explain.

OR

16. What do you mean by an 'Annual General Meeting' ? What are the differences between an 'Annual General Meeting' and a 'Statutory Meeting' ? Explain.

- End of Question Paper -