CBSE Class 12 Office Procedures and Practices 2010 - 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. What is meant by Inward Mail ?

2. State any two advantages of window envelope.

3. Define Filing.

4. What is meant by weeding of old records ?

5. State any two important objectives of mechanising office work.

6. What for is stencil duplicator used ?

7. Briefly explain the use of Facsimile in an office.

8. What is Telegraphy ?

9. Write any two duties of a Secretary before convening a meeting.

10. Give any two differences between Motion and Resolution.

11. Explain any three differences between 'Registered Packets' and 'Insured Packets'.

12. Explain the relationship between 'Filing' and 'Indexing'.

13. Explain in brief the utility of the following machines :

1. Accounting machine
2. Folding machine
3. Photo-copying machine

14. What is Telex ? Differentiate between Telex and Teleprinter.

15. Explain the meaning of

1. Quorum
2. Casting Vote
3. Minutes of the proceedings of a meeting

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

OR

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

- End of Question Paper -