

**Code No. 306**

**Roll No.**

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Total No. of Questions : **40** ] [ Total No. of Printed Pages : **8**

**SERIES : 12th (VOC)**

**OFFICE SECRETARYSHIP/STENOGRAPHY**

**[ ENGLISH ]**

**OFFICE PRACTICE & COMMUNICATION MANAGEMENT**

**THEORY-I**

***Evening Session***

**SEMESTER – I (Objective Type)**

(Only for Re-appear Candidates)

*Time allowed : 1  $\frac{1}{2}$  hours ]*

*[ Maximum Marks : 100*

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- *This Question Paper contains **40** multiple choice questions carrying  $2\frac{1}{2}$  marks each. **All the questions are compulsory.***
  - *From the given **4** alternatives (A), (B), (C) and (D) the candidate has to select **only one most appropriate alternative** for each question.*
  - *Use **Black/Blue** ball point pen only to write details/mark answers on the answer sheet.*
  - *Please make sure that the printed pages in this question paper are **8** in number and it contains **40** questions.*
  - *The **Code No.** on the right side of the question paper should be written by the candidate on the O. M. R. Sheet.*
  - *Answer with cutting and overwriting will be cancelled.*

**306**

**P. T. O.**

- *The candidate should fill his/her Roll No. with figures in the appropriate circles of the O. M. R. Sheet.*
  - *Candidate must write their Roll No. on the question paper.*
  - *Before answering the question, ensure that you have been supplied the correct and complete question paper, **no claim in this regard will be entertained after examination.***
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1. Stationery is used in
  - (A) Govt. office
  - (B) Business office
  - (C) Private office
  - (D) All of the above
2. Stationery should be controlled at the time of its
  - (A) Purchase
  - (B) Storage
  - (C) Usage
  - (D) All of the above
3. Which one is not an item of stationery out of the following
  - (A) Paper
  - (B) Registers
  - (C) Gum paste
  - (D) Office chair
4. 'A4' relates to the
  - (A) Size of paper
  - (B) Colour of paper
  - (C) Thickness of paper
  - (D) Roughness of paper
5. Stationery should be issued on the basis of
  - (A) Need of the department
  - (B) Authorised requisition slip
  - (C) Demand of the user
  - (D) Discretion of the store keeper

6. Valuable stationery should be stored
- (A) Under lock & keys
  - (B) At General Manager's Residence
  - (C) At open place
  - (D) At users' place
7. For day to day office working which one of the following is needed
- (A) Office Chair
  - (B) Office Stationery
  - (C) Office Bell
  - (D) Office Typewriter
8. For proper handling and control of stationery who should be appointed
- (A) Peon
  - (B) Store keeper
  - (C) Clerk
  - (D) Manager
9. Quantity of stationery should be purchased keeping in view its
- (A) Availability
  - (B) Rate
  - (C) Rate of Consumption
  - (D) Availability & Rate of Consumption
10. For proper storing of stationery, which record should be kept
- (A) Receipt and Issue Register
  - (B) Purchase Register
  - (C) Suppliers Register
  - (D) Usage Register

11. Which one of the following is *not* a feature of computer ?
- (A) Scientific Approach
  - (B) Accuracy
  - (C) Manually operated
  - (D) High speed
12. Language used in computer is
- (A) Special
  - (B) Codified
  - (C) Ordinary
  - (D) None of these
13. Which one is not the input device in computer system
- (A) Key Board
  - (B) Punched cards
  - (C) Monitor
  - (D) Floppy
14. 'Magnetic Recorder' is a :
- (A) Input Device
  - (B) Output Device
  - (C) Memory Unit
  - (D) Controlling Device
15. 'Central Processing Unit' (CPU) functions are
- (A) To feed data
  - (B) To display results on the screen
  - (C) To store data and information permanently
  - (D) To keep full control on the operations of other units
16. Which one of the following is called 'software'
- (A) Monitor
  - (B) Set of programs
  - (C) Compact Disc
  - (D) Mouse
17. What makes the computer useful for various different purposes
- (A) Software
  - (B) Key Board
  - (C) CPU
  - (D) Monitor

18. What type of document may be copied in photo copy machine
- (A) Printed paper                      (B) Handwritten paper  
(C) Maps                                      (D) All of the above
19. By which machine coloured copy may be obtained
- (A) Photostat Machine              (B) Printing Machine  
(C) Computer Machine              (D) Franking Machine
20. Photo copy is useful for
- (A) Advocate                              (B) Student  
(C) Office secretary                      (D) All of the above
21. Which one of the following is a kind of share holders meeting
- (A) Board Meeting  
(B) Directors Committee Meeting  
(C) Statutory Meeting  
(D) Debenture-holders Meeting
22. Which one of the following meetings is called only for once during the life time of the company
- (A) Annual General Meeting  
(B) Statutory Meeting  
(C) Extra Ordinary Meeting  
(D) Board Meeting
23. For which type of company, calling statutory meeting is not mandatory
- (A) Private company                      (B) Govt. company  
(C) Unlimited company                      (D) All of the above

24. Statutory report must be sent to all the members at least how many days before the date of statutory meeting
- (A) 15 Days                      (B) 30 Days  
(C) 21 Days                      (D) 45 Days
25. First Annual General Meeting of the company should be called within how many months at the most from the date of its incorporation
- (A) 12 Months                      (B) 18 Months  
(C) 6 Months                      (D) 15 Months
26. Notice of Annual General Meeting must be given to
- (A) Every Member  
(B) Official Receiver of the Insolvent Member  
(C) All of the above (A) & (B)  
(D) Some members
27. Which document should be sent alongwith the notice of the meeting
- (A) Agenda  
(B) Auditors Report  
(C) Directors Report  
(D) Financial Statements of the company
28. Minutes of the company meeting should be recorded within how many days from the date of meeting
- (A) 21 Days                      (B) 30 Days  
(C) 15 Days                      (D) 35 Days
29. To whom a proxy represents in the share holders meeting
- (A) All Members  
(B) Creditors  
(C) Only his Appointing Member  
(D) None of the above

30. Which physical facility is *not* mandatory to be provided during the meeting
- (A) Proper sitting                      (B) Proper sound & lighting  
(C) Drinking water                      (D) Lunch/Dinner
31. Communication is exchange of
- (A) Ideas                                      (B) Wealth  
(C) Books                                      (D) Cash
32. Full form of 'SMS' is
- (A) Show Message Soon                  (B) Sharp Message Soon  
(C) Short Message Service              (D) Sure Message Service
33. 'ATM' stands for
- (A) Any Time Money  
(B) All Time Money  
(C) Auto Teller Machine  
(D) All Type Machine
34. Which instrument (machine) is required for internet service
- (A) Telephone                              (B) Typewriter  
(C) Mobile Phone                          (D) Computer
35. For mass communication at the same time and place, which method of communication is most effective
- (A) Telephone                              (B) Internet  
(C) Intercom                                (D) Face to Face
36. Who receives the telephone call in the office at the very first step
- (A) Peon                                        (B) Manager  
(C) Receptionist                            (D) Office Superintendent

