

- Q.5 Write down the importance of Public Relations in an office. Mention its activities also.
- Q.6 Mention the Advantages & disadvantages of Year Book, Air Time Table & Tourist guide.
- Q.7 Discuss the advantages of various types of Bank Accounts.

No. of Printed Pages : 4  
Roll No. ....

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**4th Sem. / OMCA**

**Subject : Secretarial Practice-I**

Time : 3 Hrs.

M.M. : 100

**SECTION-A**

**Note:**Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1 a) Executive Secretary.  
b) Public Relations.  
c) Telephone Handling.  
d) Digital Diary.  
e) What is reception Desk?  
f) Check in a check-out time.  
g) Define the term Visa.  
h) Travel Insurance.  
i) What is Dictionary?  
j) Information available in Air-Time Table.

- k) Tourist guide.
- l) Government gazettes.
- m) Endorsement of cheques.
- n) Define the term Money order.
- o) Define the term company secretary.
- p) Liabilities of a company secretary.
- q) Maintenance of Desk Register.
- r) What is Recurring Account?

### SECTION-B

**Note:** Short answer type questions. Attempt any ten parts 10x4=40

- Q.2
- i) How would you handle Internet Fax?
  - ii) Process of fixing of Appointment in an office.
  - iii) Appointment of company secretary.
  - iv) What types of information you will get in Year-Book.
  - v) Rights of Company Secretary.

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- vi) Process of telegraphic transfer of Money.
- vii) Qualifications of a Private Secretary.
- viii) Various types of crossing of a cheque.
- ix) Functions of Personal Secretary.
- x) List of Documents requires for a foreign travel.
- xi) Pre-requisites of a government gazettes.
- xii) Different types of Bank Accounts.
- xiii) Job-Profile of a Public Relation officer in MNC.
- xiv) Illustrate the concept of "Etiquettes".
- xv) Various uses of Dictionary & Encyclopedia.

### SECTION-C

**Note:** Long answer type questions. Attempt any three questions. 3x10=30

- Q.3 Examine the role of company secretary in a company.
- Q.4 Briefly explain the Secretarial functions of Personal & Private Secretary.

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