

2018

CBCS

1st Semester

OMSP

PAPER—C2T

(Vocational)

Full Marks : 40

Time : 2 Hours

The figures in the right-hand margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable.

Illustrate the answers wherever necessary.

Office Practice

1. Answer any five questions :

10×2

- (a) What is the difference between Post Book and Book Post ?

- (b) A Post Box and a Post Bag serve the same purpose, Do you agree ?
- (c) For what types of business is the Alphabetical Classification of files best suited.
- (d) What is a typing pool ?
- (e) What is the purpose of using 'Franking Machine' ?
- (f) What do you mean by 'Labour saving devices' ?
- (g) Name three machines for copying letters without repeating the original process of preparing the letters.
- (h) What do you mean by filing ?

2. Answer any *four* questions :

4×5

- (a) What are the advantages of 'Centralised Filing over Departmental Filing' ?

- (b) Write short notes on 'Out Ward Mail Register'.
- (c) What are the principles of good filing system?
- (d) What are the different methods of indexing?
- (e) What are the different kind of mailing machines?
- (f) What are the benefits of using office machine?

3. Answer any one question :

1×10

- (a) How will you classify visitors? How it be handled?
Prepare a format for 'visitors slip'.
 - (b) Mentioned different indexing equipments and their functions in brief.
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