

2019

MAJOR

First Semester Examination

**OFFICE MANAGEMENT &
SECRETARIAL PRACTICE**

Paper—C 2-P

(Office Practice)

Full Marks : 20

Time : 3 Hours

*The figures in the margin indicate full marks.
Candidates are required to give their answers
in their own words as far as practicable.*

1. Answer any one question : 10×1
- (a) Draft a letter to UBI requesting to make enquiries as to the credit-worthiness of a firm with whom your company intends to enter into business contract.
- (b) What are the important Registers of Correspondence Department? Prepare an outward Mail Register having sufficient columns.

[Turn Over]

2. Answer any two questions : 5×2

(a) Draft a letter of application, following a newspaper advertisement, for the post of an office assistant. 5

(b) What is loose leaf book index ? What are its disadvantages ? 2+3

(c) What do you mean by modern method of filing ? Discuss any one of them. 2+3
