

VIDHYA VIKAS MANDALS
RAMACRISNA MADEVA SALGAOCAR HIGHER SECONDARY SCHOOL
MARGAO-GOA

MID TERM EXAMINATION

STD: XI OM

SUB: OFFICE ADMINISTRATION

MARKS: 20

DATE:-12/07/23

DURATION: 1Hr

Instructions

- I. The question paper consists of three sections- section A, section B, section C. section D
- II. Section A consists of four objective type (Q1 TO Q4) of 1 mark each.
 1. Answer in one word.
 2. Answer in one sentence.
 3. & 4. Fill in the blanks with the most appropriate alternative.
- III. Section B consists of Q5, Q6 & Q7 of 2 marks each to be answered in 20 to 30 words each.
- IV. Section C consists of Q8 to Q.9 of 3 marks each to be answered in 50 to 60 words each.
- V. Section D consists of Q.10 of 4 marks each to be answered in 70 to 80 words each.

SECTION A

1. A register which maintained for incoming mails. (1)
2. What is an office? (1)
3. A place where some business is transacted or services are provided is known as. (1)
(Procedure. Administration, office, management)
4. All documents or records of office should be kept under proper _____. (1)
(Maintenance, security, communication, supervision)

SECTION B

5. State four factors which have to be considered for office procedure. (2)
6. What are the requisites of an ideal office. (2)
7. Write any 4 advantages of procedures. (2)

SECTION C

8. What is the importance of business correspondence? (3)
9. Explain the basic principles of correspondence. (3)

SECTION D

10. Enumerate on the procedure to handle incoming mail. (4)

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