

V.V. M'S
R.M. Salgaocar Higher Secondary School, Margao
Second Formative Exam, 2023
Subject: Secretarial Practice

STD: XII
Max Marks: 20

Date: 17/10/2023
Time: 1 Hour

INSTRUCTIONS:

- All questions are compulsory.
- Question no. 1 and 2 are to be answered in a word or a phrase and are of 1 mark each.
- Question no. 2 and 3 are to be answered in 30 words for 2 marks each.
- Questions 5 and 6 to be answered in about 60 words for 3 marks each.
- Question no.7 and 8 have internal choice and carry 4 marks each.
- The word limit is not applicable to question no. 7 and 8.

1. Name the type of cheque in which the drawer mentions the date earlier than the date on which it is presented to the bank.
2. Name the Principle which is applied when there are multiple Insurance Policies covering the same property or loss.
3. State any four features of Current Account.
4. Give any four Express Warranties in Marine Insurance.
5. Explain the following:
 - a. RTGS
 - b. UPI
 - c. NEFT
6. Explain any three types of Fire Insurance Policy.
7. As a secretary of BLUE CROSS LABORATORIES LTD; Madkai Industrial Estate; Madkai-Goa; Draft a Letter to the Manager, State Bank of India, Panjim-Goa; requesting the bank for an overdraft facility.

OR

As a secretary of INNOVA CAPTAB LTD; Corlim Industrial Estate; Corlim-Goa; Draft a letter to the Manager, Central Bank of India, Ponda-Goa, Requesting to Issue a Letter of Credit.

8. As a secretary of Abbott HealthCare Pvt Ltd; Cuncolim Industrial Estate; Cuncolim, salcete-Goa; Draft a letter to the Manger, National Insurance Company Limited, Panjim-Goa, requesting to issue Fire Insurance policy to Insure goods.

OR

As a secretary of DR. REDDY'S LABORATORIES LIMITED; Kundaim Industrial Estate; Kundaim -Goa; Draft a letter to the Manager, ICICI Lombard Marine Insurance, Ponda-Goa, requesting to issue a Floating Marine Policy.

*****THE END*****