

V.V.M's  
R.M. Salgaocar Higher Secondary School, Margao-Goa  
First Term Examination 2023  
Subject: Secretarial Practice

Std: XI Commerce  
Marks: 80

Date: 18<sup>th</sup> October 2023  
Duration: 3 Hours

Instructions:

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- I. All questions are compulsory.
  - II. Figures to the right indicate marks.
  - III. Questions no. 1 to Question No.10 are of MCQ and are of 1 mark each
  - IV. Questions no. 11 to Question no. 19 are to be answered in a word or phrase and are of 1 mark each.
  - V. Questions nos 20 to 27 are of 2 marks each.
  - VI. Questions nos. 28 to 34 are of 3 marks each.
  - VII. Questions nos. 35 to 40 are of 4 marks each.
  - VIII. Internal choice has been provided in question no. 39 and 40
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1. The quality of a Secretary which implies to have a place for everything and everything must be in its place \_\_\_\_\_ (1)
  - a. Punctuality
  - b. Accuracy
  - c. Orderliness
  - d. Loyalty
2. The Institute of Company Secretary of India ((ICSI) functions under the jurisdiction of \_\_\_\_\_ (1)
  - a. Ministry of Home Department
  - b. Ministry of Corporate Affairs
  - c. Ministry of External Affairs
  - d. Ministry of Finance Department
3. Which part of a business letter is used to identify the senders company or organisation? (1)
  - a. Complimentary close
  - b. Heading
  - c. Body of the letter
  - d. Salutation
4. Which of the following is usually found in the closing of a business letter? (1)
  - a. Inside Address
  - b. Heading
  - c. Date
  - d. Signature



5. Why Post Script is used in Business Letter? (1)

- a. To add some matter after the complimentary close
- b. To send copies to other person for their kind action
- c. To cover the main topic of the letter
- d. To state the topic of the letter in a nut shell.

6. Quorum for a General Meeting of Public Company is \_\_\_\_\_ (1)

- a. 2
- b. 3
- c. 4
- d. 5

7. An objection raised by a member regarding some irregularities at the meeting \_\_\_\_\_ (1)

- a. Motion
- b. Resolution
- c. Point of order
- d. Minutes

8. Who issues the Incorporation Certificate to Joint Stock Company? (1)

- a. Ministry of Corporate Affairs
- b. Management
- c. Registrar of Companies
- d. ICSI

9. Nike is an example of \_\_\_\_\_ (1)

- a. Government Company
- b. One person Company
- c. Statutory Company
- d. Multinational Company

10. Holding Company is one which controls the voting right of another company and hold paid up capital of another company not less than \_\_\_\_\_ (1)

- a. 81%
- b. 71%
- c. 51%
- d. 21%



11. The Latin word for the term Secretary. (1)
12. Ms. Asha, Secretary of Annapurna Foods Ltd. always speaks with pleasing manner, combined with kindness. Identify the quality of Secretary Ms. Asha Possess. (1)
13. The Secretary who is appointed to carry out the secretarial work of the Lok Sabha and Rajya Sabha. (1)
14. Mr. Aniket, Secretary of Tiger Sports Club regularly and efficiently organises the sports activities at Margao area. Identify which type of Secretary Mr. Aniket is? (1)
15. The number given to the business letter for easy identification. (1)
16. Vividha Co. attached Quotation with the letter sent to their customer M/S Happy. Identify the part of Business Letter mentioned above. (1)
17. Mr. Rahul attends the Annual General Meeting of Alexa Co. Ltd. on behalf of the member. What Mr. Rahul will be called as? (1)
18. What acts as the Signature of a Joint Stock Company? (1)
19. Name the kind of Company which is incorporated abroad but has place of business in India. (1)
20. State any four functions of Secretary of a Local Body. (2)
21. What is E-mail? (2)
22. Explain the following principles of Business correspondence (2)
- a. Consideration
- b. Correctness
23. You have recently joined and became the member of a Company. How attending Company Meeting will benefit you?. State any four points. (2)
24. Explain the following essentials of Company Meeting. (2)
- a. Notice
- b. Agenda
25. Ms. Anisha want to start Joint Stock Company because of its right of transfer of shares and its unending life. Identify and explain the above mentioned features. (2)
26. Explain the following kinds of Company on the basis of Liability (2)
- a. Unlimited Company
- b. Company Limited by Guarantee
27. Explain the following kinds of Company (2)
- a. Subsidiary company
- b. Limited Company



28. Explain any three features of a Secretary (3)
29. State any six functions of Secretary of Co-operative Society, (3)
30. Explain any three functions of a Secretary of Government Department. (3)
31. Draft a Specimen for Outward Register. (3)
32. Explain the following essentials of Company Meeting. (3)
- a. Chairman
  - b. Resolution
  - c. Minutes
33. Explain any three features of Government Company (3)
34. Explain three kinds of Companies on the basis of Incorporation. (3)
35. Identify and explain the qualifications which are not present in the secretary. (4)
- a. Ms Shruti, Secretary of Sahakari Co-operative society ltd. have no command over the language.
  - b. Mr. Ashish, Secretary of Dallez doll Co. cannot manage database and create spreadsheets.
  - c. Ms. Kerkar Secretary of Gymnastic Ltd. have no knowledge of preparing Financial Statements of the company.
  - d. Mr. Aman, Secretary of Shantadurga Traders is not able to use Office equipment like scanner, Phtocopier, etc.
36. Describe any four functions of Personal Secretary. (4)
37. Explain any four importance of Business Correspondence. (4)
38. Secretary is responsible for the correspondence of the organisation and have to perform various functions related to the correspondence. Explain (any four) (4)
39. Explain any four Merits of Joint Stock Company. (4)

OR

- Explain any four Demerits of Joint Stock Company. (4)
40. Distinguish between One Person Company(OPC) and Sole Proprietorship with reference to : (4)
- a. Registration
  - b. Liabilities
  - c. Separate Legal Entity
  - d. Perpetual Succession

OR

- Distinguish between Private Company and Public Company with reference to : (4)
- a. Membership
  - b. Issue of Prospectus
  - c. Transfer of Shares
  - d. Number of Directors.