

V.V.M's

R.M. Salgaocar Higher Secondary School, Margao-Goa

Mid Term Exam, August 2023

Subject: Secretarial Practice

Std: XI Commerce

Date: 09/08/2023

Marks: 20

Duration: 1 Hour

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**INSTRUCTIONS:**

- All questions are compulsory.
  - Question no. 1 and question no. 2 are to be answered in a word or phrases for 1 mark each.
  - Question nos. 3 and 4 are of 2 marks each.
  - Questions nos. 5 and 6 are of 3 marks each.
  - Question nos. 7 and 8 are of 4 marks each .
  - Internal choice has been provided in question no.8 for 4 marks.
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1. Ms. Prital, Secretary of JK Ltd. is able to use all the office equipment like photocopier, fax machine, video conferencing, scanner, etc. Identify the Secretarial Qualifications Ms. Prital possess.
2. One who is appointed to carry out the Secretarial work of the Lok Sabha or the Rajya Sabha
3. State any four Administrative functions of Secretary
4. State any four functions of Secretary of a Local Body.
5. Explain any three characteristics of a Secretary.
6. Explain any three Functions of Secretary of Government Department.
7. "Secretary acquires some qualities through sustained efforts and hard work while some may be given by nature" Justify above statement by giving four points
8. (i) Explain any four functions of Personal Secretary.

OR

- (ii) Explain any four functions of Company Secretary.
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