

VIDYA VIKAS MANDAL'S
RAMACRISNA MADEVA SALGAOCAR HSS
MARGAO GOA

STD :- XI OM
SUB:-OFFICE ADMINISTRATION

DATE:-8/8/2024
DURATION:- 1 HR
MAX MARKS:-20

MID TERM EXAM

INSTRUCTIONS:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. There are four sections in the question paper section
4. Section A consists of two multiple choice questions. one question to be answered in a word, phrase or figure and one question to be answered in a sentence.
5. Section B consist of three questions of two marks each to be answered in 20-30 words.
6. Section C consist of two questions of three marks each to be answered in 50-60 words.
7. Section D consists of one question of four marks to be answered in 80-100 words.

SECTION A

1. A chain of sequential steps involves in the office work and it gives clear guidance about what work is to be done is called _____ 01
 - a) Job Scope
 - b) Planning
 - c) Office procedure
 - d) Order
2. Preparing, planning of office work to bring co-ordination or unity in office work is called as _____ 01
 - a) Office Management
 - b) Office Administration
 - c) Office Environment
 - d) Office Controlling

3. Documents attached to the letter for examples cheques, photo copies of documents 01
4. What is filing? 01

SECTION B

5. Explain importance of office.(two points) 02
6. Explain any two principles of correspondence. 02
7. State any four job scope of office administrator. 02

SECTION C

8. Explain the advantages of office procedure. (3 points) 03
9. Explain the primary functions of an office.(3 points) 03

SECTION D

10. Explain the procedure of handling outgoing mail. 04
