



বিদ্যাসাগর বিশ্ববিদ্যালয়  
**VIDYASAGAR UNIVERSITY**  
**Question Paper**

**B.Com. Major Examinations 2021**

(Under CBCS Pattern)

**Semester - III**

**Subject : Office Management and Secretarial Practice**

**Paper : C 5 - T**

**Full Marks : 60**

**Time : 3 Hours**

*Candidates are required to give their answers in their own words as far as practicable.*

*The figures in the margin indicate full marks.*

[ SECRETARIAL PRACTICE AND BASIC PHONOGRAPHY ]

(Theory)

Group-A

1. Answer any **four** of the following questions : 12×4=48
- (i) What is secretary? Describe the important of secretary.
  - (ii) What are the different types of secretary and discuss them briefly.
  - (iii) Who is a private secretary? Discuss the duties to be performed by a private secretary.
  - (iv) What do you mean by agenda? State the points to be considered while drafting an agenda.

- (v) Define a meeting. State the requisites or essentials of a valid meeting.
- (vi) Outline the procedures for handling incoming mail.
- (vii) Explain types of consonants in Pitman shorthand book.
- (viii) Explain long and short vowel signs.

**Group-B**

2. Answer any **six** of the following questions :

2×6=12

- (i) Write a short note on Notice.
- (ii) What is an adjournment of meeting?
- (iii) What is a secretary?
- (iv) What is Agenda?
- (v) What is quorum?
- (vi) Downward 'r' is always written before \_\_\_\_\_
- (vii) When the first sounded vowel in a word is a first place vowel, the outline is written in the \_\_\_\_\_
- (viii) Stroke, s, is written before \_\_\_\_\_
- (ix) Initial 'w' before k, g, m, r, is represented by a \_\_\_\_\_ semicircle.
- (x) Write an example which 'st' loop considered.  
  
\_\_\_\_\_

