

VIDYA VIKAS MANDAL'S
RAMCRISNA MADEVA SALGAOCAR HIGHER SECONDARY SCHOOL
MARGAO- GOA
FIRST QUARTERLY TEST

Std. XI OM

Date: 06/08/2022

SUB: OFFICE ADMISINTRATION

Max. Marks: 20

Duration: 1hr

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Write the no. of questions correctly.

SECTION A

Select the correct alternative from those given below:

1. Managing budgets and supplies and liaison with service providers and suppliers is done by

(Secretaries, assistant, clerk, office administrator)

1mk

2. The function involves ascertainment of cost incurred in manufacturing goods, checking the invoices etc. _____ (computation, communication, planning, supervising) 1mk

Answer the following in a word or a phrase:

3. A chain of sequential steps involves in the office work.

1mk

Answer the following in one sentence:

4. Define Office.

1mk

SECTION B

Answer the following in about 20 to 30 words:

5. State and explain any two advantages of office procedure.

2mks

6. Explain the following characteristics of an office.

i) Location ii) Working condition

2mks

7. State any four requisites of an ideal office.

2mks

8. State and explain any two types of office.

2mks

9. State and explain the nature of an office function.(Two points)

2mks

SECTION C

Answer the following in about 50 to 60 words:

10. State and explain any three methods of office management.

3mks

11. State and explain any three Primary functions of an office.

3mks
