

V.V.M's

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

First Formative Exam, August 2022

Subject: Secretarial Practice

Sid: XI Commerce

Date: 06/08/2022

Marks: 20

Duration: 1 Hour

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. Name the qualification of Secretary which help him to access data at a fast rate, manage database, compose correspondence, create document etc.
 2. A Premier national professional body established by an act of parliament i.e. The Company Secretaries act, 1980.
 3. Explain the Importance of Secretary in modern times (any two points)
 4. "Secretary of a Non-profit Association has to perform various functions regularly, efficiently and continuously". Justify above statement by giving any four points.
 5. "If the Secretary has to perform his functions efficiently and effectively he must possess some basic qualities". Explain. (any three)
 6. State the functions of secretary of local body (any six points)
 7. Explain the Features of a Secretary. (Any four points)
 8. (i) Explain the functions of Personal Secretary

OR

- (ii) Explain the functions of Secretary of Government Department.
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