

STD :- XI OM
SUB:-OFFICE ADMINISTRATION

DATE:-26/7/2025
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 scientific and systematic storage of document is called _____ 01
 - a) Sorting
 - b) Classifying
 - c) Recording
 - d) Filing
2. A process of overseeing day to day operations of an office is called as 01
 - a) Office Management
 - b) Office Administration
 - c) Office Environment
 - d) Office Controlling
3. A central place where all types of clerical work and paperwork is maintained. 01
4. What is office procedure? 01

SECTION B

5. State any four objectives of office procedure. 02
6. Explain any two characteristics of an office. 02
7. Explain any two secondary functions of an office. 02

SECTION C

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

SECTION D

- 10 Explain the procedure of handling incoming mail. 04