

**DIPLOMA IN MODERN OFFICE
PRACTICE (DMOP)**

Term-End Examination

December, 2025

BSSI-013 : SECRETARIAL PRACTICE

Time : 2 Hours

Maximum Marks : 50

Note : (i) **Part A** : Attempt all objective type questions.

(ii) **Part B** : Attempt any **five** questions out of seven questions.

(iii) **Part C** : Attempt any **three** questions out of five questions.

Part—A

1. (a) Fill in the blanks : 6×1=6

(i) A originates a message.

- (ii) Organizing conferences and social gatherings may be described as functions.
 - (iii) The secretary has to arrange, and for the meeting.
 - (iv) Keep the report brief but
 - (v) is necessary to travel abroad.
 - (vi) A is a term used in case of double/triple column cash book and is represented by “C” in J/F column.
- (b) State whether the following statements are true *or* false : 6×1=6
- (i) Knowledge alone is sufficient for becoming an efficient secretary.
 - (ii) Time, place and occasion are the important dimensions to the context in communication.

- (iii) Broadly meeting has to be classified as statutory and annual general meeting.
- (iv) Technical reports are prepared by secretary.
- (v) Humans get empowered because of their knowledge.
- (vi) Cheques which are payable only to a bank are account payee cheque.

Part—B

Note : Attempt any *five* questions.

2. Write short notes on any *two* of the following :

2+2

- (a) What are the requisites of a valid meeting ?
- (b) Report writing
- (c) World tourist guide
- (d) Modes of communication

3. What are the differences in writing style between 'internal' and 'external' correspondence ? 4
4. What is meant by public relations ? Also discuss its importance. 4
5. Draft a notice for the annual general meeting of a company. 4
6. How will you locate a good and reliable travel agent ? 4
7. State the reasons when a cheque can be dishonored. 4
8. Discuss the role of body language in oral communication. 4

Part—C

Note : Attempt any **three** questions.

9. "Secretary's profile is changing rapidly."
Comment on the statement in the light of high level duties of a secretary. 6
10. Describe the role of a receptionist dealing with the visitors. 6

11. State the different types of meetings and discuss the work of the secretary in connection with each. 6
12. State some general principles which may help to produce a clear and accurate report. 6
13. What is a itinerary ? Draft a itinerary for your boss for a week's trip. 6

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