

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

**Term-End Examination
June, 2026**

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.

(iv) All questions to be attempted serially.

Part—A

1. (a) Fill in the blanks : 6×1=6

- (i) The word 'secretary' has been derived from the Latin word 'secretarius' which means keeper of

- (ii) Communication comes from the Latin word
 - (iii) Preparation of annual report is the key function of Public Relations
 - (iv) is necessary to travel abroad.
 - (v) Cheques which are payable only to a bank are
 - (vi) Humans get empowered because of their
- (b) State whether the following statements are true *or* false : 6×1=6
- (i) A bank is the place from where the foreign currency could be obtained.
 - (ii) The receptionist is usually the first person in the organization that a visitor does not meet.
 - (iii) Report writing is a Science.

- (iv) The authoritative guide to the office organisation is called office book.
- (v) Photocopying, faxing, dealing with people are some of the administrative duties of a receptionist.
- (vi) The receiver encodes the message.

Part—B

Note : Attempt any *five* questions.

- 2. What do you mean by the term 'Interviewing' ? Explain. 4
- 3. What is the meaning of report ? Briefly discuss with examples. 4
- 4. Which mode of travelling would be preferred for short distance and why ? 2+2
- 5. Which are the three parties involved in the realization of cheque ? Write precisely about each one of them. 4

6. What is the office correspondence ? Discuss briefly. 4
7. What is a Thesaurus ? Mention in brief. 4
8. What are the precautions one should take before writing ? Give examples. 3+1

Part—C

Note : Attempt any *three* questions.

9. What are the duties of a secretary after a meeting is over ? 6
10. Briefly explain an office manual. Discuss the contents of an office manual. 3+3
11. What is salutation in a letter ? Write your answer in one or two lines. Specify the different salutations used in a letter. 2+4
12. What is the need and importance of a Bank Reconciliation Statement ? Give overview. 2+4
13. What are the different rules for writing reports ? 6

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