

(English Version)

**Subject : Secretarial Science & Office Management 1st Paper**

**Time : 3 Hours**

**Full Marks —60**

**Division-A**

1. What is secretarial Science? What are the scopes of secretarial science? 8  
**Or,**  
What is secretary? What are the functions of secretary?
2. What is Memorandum of Association? What are the contents of Memorandum of Association? 8  
**Or,**  
What is Communication? Describe the types of Communication.
3. What is Bio-data? What are the guidelines to write a Bio-data? 8  
**Or,**  
What is Joining letter? What are the contents of Joining letter?

**Short Questions**

4. What is secretarial science? 4  
**Or,**  
What is Private secretary?
5. What is company? 4  
**Or,**  
What is Agenda of Meeting?
6. What is Routine communication? 4  
**Or,**  
What is Formal communication?
7. What is appointment letter? 4  
**Or,**  
What is Termination letter?

### **Division-B**

8. What is spell checking? What are the methods of spell checking?

8

**Or,**

What are the difference between Hardware & Software?

### **Short Questions**

9. What is page orientation?

4

**Or,**

What is justify Alignment?

10. What is Word processing?

4

**Or,**

What is operating system software?

11. What is SUM Function?

4

**Or,**

What is AVERAGE Function?