

Q.20 Differentiate between speed post and registered post.

Q.21 What are the methods of invisible indexing?

Q.22 Discuss the importance of indexing.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

Q.23 What do you mean by record management. Discuss the process and importance of record management.

Q.24 What is the process of designing a form? Discuss the factors to be considered in form designing.

Q.25 What is incoming correspondence? Discuss the process of handling incoming correspondence in detail.

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Subject : Office Methods and Practices

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

Q.1 _____ may be defined as the process of arranging and storing records, so that they could be located, whenever required.

- | | |
|-------------|--------------|
| a) Indexing | b) Filing |
| c) Noting | d) Recording |

Q.2 The classification of filing done on the basis of letters in English language is

- | | |
|------------------|---------------|
| a) Alphabetic | b) Numeric |
| c) Chronological | d) Geographic |

Q.3 Which of the following storage systems would be most suitable for a client register of a large organization?

- a) Electronic b) Image based
c) Microfilm d) Paper based
- Q.4 The factor (s) which affect the designing of a 'form' are
- a) Paper Quality b) Paper size
c) Both a and b d) None of Above
- Q.5 Letters written to customers salesman, agents supplier and bankers are examples of
- a) Incoming mail b) Outgoing mail
c) Either a or b d) Neither a nor b
- Q.6 A type of visible indexing is
- a) Simple book indexing
b) Loose leaf index
c) Card index
d) Wheel index

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. (6x1=6)

- Q.7 In chronological classification of filing, files are arranged on the basis of_____.

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- Q.8 Mails that are sent from one computer to another are called_____.
- Q.9 _____ implies punching of small holes in a straight line so that some portion of the form can be detached.
- Q.10 Registered post requires proof of delivery. (True/False)
- Q.11 Vertical filing is a traditional method of filing. (True/False)
- Q.12 An index may be defined as a guide to locate the required file. (True/False)

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Discuss the modern methods of filing in detail.
- Q.14 What are the essentials of a good filing system?
- Q.15 Discuss the advantages of computer based recording in detail.
- Q.16 What are the various types of records?
- Q.17 What are the various types of forms?
- Q.18 What are the features of a good form?
- Q.19 What are the advantages and disadvantages of courier.

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