Q.20 Write short note on Registered Post E-mail.
(CO3)

Q.21 What is indexing? (CO5)

Q.22 Discuss the characteristics of a good indexing system. (CO5)

SECTION-D

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

Q.23 What are the advantages of form designing? Discuss the factors to be considered in form designing. (CO2)

Q.24 Discuss the alphabetical and numerical methods of file classification along with their advantages and disadvantages. (CO4)

Q.25 Define office correspondence and discuss the outgoing correspondence procedure. (CO3)

2nd Sem. / OMCA
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 Correspondence received or sent through the post office or through messengers is called mail. It can be classified as (CO3)

a) Incoming Inward mail

b) Outward mail

c) Interdepartmental mail

d) All of these

Q.2 _____ may be defined as the process of arranging and storing records, so that they could be located, whenever required (CO4)

a) Indexing   b) Filing

c) Noting   d) None of these

Q.3 _____ filing is suitable for small offices. (CO4)

a) Vertical b) Horizontal

c) Centralised d) Decentralised

Q.4 Need for disposal of records arises due to (CO4)

    a) Lack of storage space

    b) Increasing cost of filing and storing records

    c) Increasing volume of records

    d) All of these

Q.5 Multiple copy office forms are_____(CO2)

    a) Standard sized

    b) Typed on computer

    c) Color coded

    d) All of these

Q.6 _____may be defined as a guide to locate the required file. (CO5)

    a) Indexing b) Filing

    c) Recording d) None of these

SECTION-B

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

Q.7 Mails that are sent from one computer to another are called_____ (CO3)

Q.8 Ordinary post is more safe and secure than registered post. (T/F) (CO3)

Q.9 Vertical filing is a_____method of filing. (CO4)

Q.10 Using a word processor is not a useful skill in an office. (T/F) (CO1)

Q.11 Define Visible card index. (CO5)

Q.12 Name any two types of Office Forms (CO2)

SECTION-C

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

Q.13 Define centralized filing system. what are its advantages? (CO4)

Q.14 Briefly explain the modern filing equipment. (CO4)

Q.15 Why does an office need an effective record management system? (CO1)

Q.16 Discuss the advantages of computer based recording in brief. (CO2)

Q.17 Discuss the importance of a well designed office forms. (CO2)

Q.18 What is a office form? Explain any two types of forms in brief. (CO2)

Q.19 Define briefly incoming correspondence procedure. (CO3)