

- Q.18 Explain the types of forms based on their-use.
- Q.19 What is mail? Name the three types of mail services.
- Q.20 Define Air mail and email.
- Q.21 Explain the Book Index or page index method with suitable example of book index.
- Q.22 What factors should be considered while selecting a suitable method of indexing.

SECTION-D

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

- Q.23 Define classification of files. Explain any two methods of classification of files with merits and demerits.
- Q.24 Explain the Outgoing correspondence procedure.
- Q.25 Define office indexing. Explain the importance of office indexing.

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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 The advantages of indexing are:
- Documents can be easily located
 - Time saving
 - Lower cost of record management
 - All of these
- Q.2 Air mails helps in:
- Quick delivery of mails
 - Delivery of perishable goods
 - Safe delivery of mails
 - All of these

Q.3 What is the last step in the process of handling outgoing mail:

- a) Recording the mail
- b) preparing the mail
- c) Posting the mail
- d) None of these

Q.4 The classification of filing done on the basis of letters in English language is:

- a) Alphabetical classification
- b) Numerical classification
- c) Alpha-numeric classification
- d) Chronological classification

Q.5 An effective record system helps in:

- a) Protection of record
- b) Accurate location of record
- c) Saves time
- d) All of the above

Q.6 The factors which affect the designing of a form are:

- a) Paper quality b) Paper size
- c) Both A and B d) Neither A nor B

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. $(6 \times 1 = 6)$

Q.7 The primary function of indexing is to act as a guide to locate record. (True/False)

Q.8 Business letter is the silent salesman. (True/False)

Q.9 Correspondences means written communication. (True/False)

Q.10 Forms must be designed according to the purpose of their use: (True/False)

Q.11 The two types of filling methods are _____ and _____

Q.12 Electronic storage system is most suitable for a client register of a large organization. (True/False)

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. $(8 \times 4 = 32)$

Q.13 Explain Horizontal method of filing with merits and demerits.

Q.14 Define essentials of a good filing system.

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

Q.16 Define the advantages of computer-based recording.

Q.17 Define the purpose of office forms.