

- Q.24 What is Email. State its importance.
- Q.25 What are the factors to be considered in selection of furniture and fixture?
- Q.26 What are the qualities of a good lighting arrangement?
- Q.27 Mention any 4 objectives of office layout.
- Q.28 Discuss the role of office manager.
- Q.29 How will you provide recreational facilities in an office?
- Q.30 Explain the importance of office correspondence.
- Q.31 What do you understand by open office?
- Q.32 Discuss the principles of office layout.
- Q.33 What is a parcel?
- Q.34 Write any 4 factors for choosing office location.
- Q.35 Define centralisation of office services. Give its merits.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 Discuss the relation of office with other departments.
- Q.37 What is office management? Give the importance of office management. Also give the qualities of a successful office manager.
- Q.38 Discuss the various external factors that affect the office environment.

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1st Sem / OMCA
Subject:- Office Management

Time : 3Hrs. M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 The best source of light for office is _____
a) Daylight b) Indirect light
c) Both a and b d) None of these
- Q.2 Full form of VPP is _____
a) Value Post Package b) Value Payable Post
c) Both a and b d) None of the above
- Q.3 A person who is in-charge of an office is called _____
a) Office manager b) Office layout
c) Both a and b d) None of these
- Q.4 Private office in an office layout means
a) An office at home
b) An office for personal talks
c) An office of private company
d) A personal separate room provided to officers

- Q.5 The last step in handling outward mail is _____
a) Dispatching b) Signature
c) Preparation of mail d) None of the above
- Q.6 Which of the following is the function of the office
a) Record management b) Production of goods
c) Both a and b d) None of the above
- Q.7 Continuous noise will cause _____
a) Distraction b) Fatigue
c) Both a and b d) None of the above
- Q.8 Office is the place from where activities of the organisation are
a) Planned b) Organised
c) Controlled d) All of these
- Q.9 Office layout is important for a business because
a) It increases the efficiency of office work
b) It enhances the utilisation of office space
c) It facilitates supervision
d) All of the above
- Q.10 _____ process is used if many copies of the letter have to be prepared
a) Photostat b) Evaluation
c) Both a and b d) None of the above

SECTION-B

Note: Objective type questions. All questions are compulsory. (10x1=10)

- Q.11 Bad lighting causes _____.
- Q.12 Open offices are meant to provide _____ (secrecy /economy)
- Q.13 Officer layout refers to _____
- Q.14 Courier refers to _____
- Q.15 An office manager is the representative of _____ (government/management)
- Q.16 Speed post means _____
- Q.17 Full form of E-mail is _____
- Q.18 The functions to be performed in an office can be categorised as _____ and _____ functions.
- Q.19 The most appropriate colours for walls and furnishings in an office not facing the sun is _____ (light yellow/black)
- Q.20 Office correspondence means _____

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 What is the procedure of outgoing correspondence?
- Q.22 Discuss the importance of proper ventilation in office.
- Q.23 Discuss the functions of office.