

Professor Vishwanathan Iyer's

HERAMB COACHING CLASSES

Yogeshwar Towers, Katemanivali, Kalyan (East)

XI/Secretarial Practice/ Date:23.03.18 Marks:50 Duration: 2Hours

Q.1. (A) Select correct answer from the possible choice given below and rewrite the statement: (03)

1. A cheque which bears future date is called _____ cheque. (pre dated, post dated, current dated)
2. Interim dividend is declared by _____. (BOD, shareholders, both)
3. Auditor is appointed in _____. (AGM, Statutory Meeting, Committee Meeting)

(B) Write a word: (03)

1. The Copies sent alongwith letter.
2. The type of account where a fixed sum is deposited monthly.
3. A list of items to be transacted at the meeting.

(C) Match the following: (04)

Group'A'

Group'B'

- | | |
|-------------------|---------------------------------|
| 1. Saving Account | (a) Invitation to public |
| 2. Prospectus | (b) Accepted Motion |
| 3. Casting Vote | (c) Restrictions on withdrawals |
| 4. Resolution | (d) chairman of Meeting |

Q.2. Write a short notes: (20)

1. Proxy
2. Minutes
3. Votings
4. Resolution

Q.3. Answer the following: (10)

1. Explain six C's of Business Correspondence.
2. Distinguish between Annual General Meeting and Statutory Meeting

Q.4.Draft a Letters (any 2) (10)

1. Letter to Bank for Opening an Account
2. Letter to Insurance Company for information of Loss on Fire.
3. Letter to ROC to change in Memorandum