

Professor Vishwanathan Iyer's

# HERAMB COACHING CLASSES

Yogeshwar Towers, Katemanivali, Kalyan (East)

Date: 07/10/17

**XI/Secretarial Practice**

**Marks: 40**

**Duration: 1Hour**

**Q.1. (A) Write a word of the following:**

**(05)**

- 1 Kindness or consideration for others.
- 2 A secretary who is also known as personal assistant .
- 3 Qualities acquired by putting continuous efforts.
- 4 Association which is formed for welfare of the society.
- 5 Ability to adjust changing situations.

**Q.1. (B) Match the following:**

**(05)**

Group A

Group B

- |                           |   |
|---------------------------|---|
| 1 Qualities of Head       | a) Busy person                                  |
| 2 Qualities of Heart      | b) Non profit association                       |
| 3 Personal secretary      | c) I.A.S  |
| 4 Institutional secretary | d) Based on education and knowledge of a person |
| 5 Lions club              | e) Co-operative society                         |
|                           | f) secretary of a joint stock company           |
|                           | g) C.A  |
|                           | h) based on personality and nature of person    |
|                           | i) managing committee                           |

**Q.2. Short notes:**

**(10)**

- 1 Explain secretary of Government Department and its functions.
- 2 Explain the Qualities of Heart

**Q.3. Distinguish between:**

**(10)**

- 1 Company secretary and Secretary of Government department
- 2 Secretary of Co-operative society and Secretary of a Non-profit association

**Q.4. Long Answer:**

**(10)**

- 1 Explain in details about Qualification of Company Secretary.