

Professor Vishwanathan Iyer's

HERAMB COACHING CLASSES

Yogeshwar Towers, Katemanivali, Kalyan (East)

XI/Secretarial Practice Marks: 30 Duration:1 Hour Date: 07-03-2019

Attempt any 3 from the following:

Q.1 Explain the circumstances under which a secretary may have to correspond with directors.

Q.2 Draft a notice and agenda of a routine board meeting.

Q.3 Report to a director who was absent for a meeting.

Q.4 Letter to a director reminding him of the provision regarding absenteeism for consecutive meetings.

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