

(DSP1641)

**MODEL QUESTION PAPER**

Reg. No. ....

(REVISION – 2016 )

Signature.....

**FOURTH SEMESTER DIPLOMA IN SECRETARIAL PRACTICE EXAMINATION**

**SECRETARIAL PRACTICE**

[ Maximum Marks : 100 ]

[ Time : 3 Hours ]

**PART – A**

( Maximum Marks : 20 )

Marks

I Answer the following questions in one or two sentences. Each question carries 2 marks.

1. What you mean by Private Secretary?
2. Explain the term Meeting?
3. Describe Minutes of Narration?
4. What you mean by E-mail?
5. What you mean by Report?
6. What you mean by Circular?
7. What you mean by special Report.
8. What you mean by Database?
9. Explain public cloud.
10. What you mean by Cyber Law?

**PART – B**

( Maximum Marks : 80 )

( Answer one full question from each unit. Each full question carries 20 marks )

**UNIT – I**

- II a) Explain the social, Literary and Routine Office Duties of a Private Secretary. 10  
b) Explain different functions of a Secretary? 10

**OR**

- III a) List out the personal qualities required for a Secretary. 5  
b) Explain different types of secretaries. 10  
c) Explain any four qualities required for a Secretary. 5

**UNIT-II**

- IV a) Explain Internal Meeting and External Meeting. Explain any four Preliminary Activities to a Meeting. 10  
b) Give a specimen of an Agenda for the meeting of the Board of Directors of the ACC Cements Ltd., Kochi. 10

OR

- V a) What you mean by Minutes? What are the contents of Minutes? 10  
b) Explain the activities of a Secretary on the day of the meeting. 5  
c) Explain the duties of a Secretary after the meeting. 5

UNIT-III

- VI a) Explain the nature of communication. 5  
b) What are the characteristics of a good report. 10  
c) What are the features of E-Mail? 5

OR

- VII a) What are the advantages of Memorandum? 5  
b) Explain any four characteristics of a good report. 5  
c) Explain Ordinary Report and Special Report. 5  
d) What are the points to be remembered while spoken communication 5

UNIT – IV

- VIII a) What you mean by cloud computing? What are the limitations of cloud computing? 5  
b) Explain the need for Cyber Law. 5  
c) Explain any five types of cloud computing. 5  
d) Explain the different levels of Data. 5

OR

- IX a) What are the different types of files? 5  
b) Explain the different methods of saving files? 5  
c) Explain any five characteristics of cloud computing. 5  
d) What you mean by cyber crime? Explain the E-mail and IRC related crimes? 5

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