

**TIME : 3 hrs.**

**SUB : SECRETARIAL PRACTICE**

**MARKS : 80**

**Q.1 A) Select the correct answer from the options given below and rewrite the statements :----- (5)**

- 1) A \_\_\_\_\_ cannot be a member of a company.  
a) Foreigner b) Woman c) Minor
- 2) Writing the minutes of meeting is the duty of the \_\_\_\_\_.  
a) Chairman b) Director c) Secretary
- 3) A unique internet address of website is known as \_\_\_\_\_.  
a) World Wide Web b) Uniform Resource Locator c) .com
- 4) Business communication is concerned with \_\_\_\_\_ activities.  
a) economic b) social c) business
- 5) Bank provides overdraft facility to \_\_\_\_\_ account holder.  
a) Current b) Saving c) Fixed Deposit

**B) Write a word or a term or a phrase which can substitute each of the following statements :----- (5)**

- 1) The short term credit facility given by bank to current account holder.
- 2) Authority which issues Certificate of Incorporation to company.
- 3) An elected body of representatives of Shareholders.
- 4) End of membership of a person.
- 5) A resolution passed by simple majority.

**C) Find the odd one :----- (5)**

- 1) Overdraft , Fixed Deposit , Discounting of Bills , Cash Credit.
- 2) Paper , Margin , Typing , Courtesy .
- 3) Date , Inside Address , Conciseness , Subject.
- 4) Annual General Meeting , Committee Meeting , Class Meeting.
- 5) Ordinary Resolution , Special Resolution , Substantive Motion.

**D) State whether the following statements are True or False :----- (5)**

- 1) Buying shares is the most common way to become Member of the company.
- 2) Notice is a written summary of business transacted at a meeting.
- 3) Reference number shows the purpose of the letter.
- 4) Bank account of a company is operated by shareholder.
- 5) Directors are the owners of the company.

**Q 2) EXPLAIN THE FOLLOWING TERMS OR CONCEPTS :--- ( ANY FIVE ) (10)**

- 1) Quorum
- 2) Minutes
- 3) Committee Meeting.

- 4) Business communication
- 5) Meaning of member
- 6) Meaning of Bank

**Q.3) STUDY THE FOLLOWING CASE/SITUATION AND EXPRESS YOUR OPINION :--- ( Any One )** (3)

- 1) Mrs. & Mr. Sheth work in a Bank. They have a daughter named Ms. Nidhi who is 11 years old.
  - a) Can Mrs. & Mr. Sheth invest in shares of the company?
  - b) Can they buy the shares in the name of their daughter Ms Nidhi?
  - c) Will they become the member of the company after buying the shares?
- 2) Mr. P is elected as chairman of General Meeting. Please advise him on the following matters.
  - a) What should be done if the votes cast in favour and against the motion are equal?
  - b) How many votes can a member cast under poll method?
  - c) What should Mr. P do if any point of order is raised by a member?

**Q.4) ANSWER IN BRIEF :-- ( Any Four )** (16)

- 1) Explain in detail about Notice ?
- 2) Essentials of a good business letter.
- 3) Methods of acquiring membership.
- 4) Methods of Voting.
- 5) Merits of written communication.

**Q.5) JUSTIFY THE FOLLOWING STATEMENTS :---- ( Any Two )** (8)

- 1) Proxy can not speak in the meeting
- 2) Transfer of shares results in termination of membership.
- 3) Listening is the most important aspect of effective communication.
- 4) The Board of Directors are the elected representatives of shareholders.

**Q.6) ATTEMPT THE FOLLOWING:-- ( Any Three )** (15)

- 1) Draft the Notice and Agenda of a routine Board meeting.
- 2) Write a letter for opening a current Account with the Bank.
- 3) Write a letter to the Registrar of Companies for extension of time to hold Annual General Meeting.
- 4) Write a letter requesting the Bank to stop the payment of cheque.

**Q.7) ANSWER THE FOLLOWING : ---- ( Any One )** (8)

- A) Explain the different parts of the business letter?**

OR

- B) Define Resolution. Explain the different types of Resolution?**