

Sr.Secondary
Secretarial Practice (Practical) (326)

NOTE: Given below is a sample paper for the practical examinations. The practical examiner may set similar paper for the candidates using the facilities available at the examination centre.

Time Allowed: 1 Hour

Max. Marks: 30

1. How would you operate public call telephone installed at the corner of a street? Explain.

OR

What are the general etiquettes expected of a receptionist posted for answering telephone calls?

2. a) Which method would you use to send message to an outstation party promptly:
- i) By Telex
 - ii) By Telegram
- b) Can you ring up from an intercom telephone to an office situated outside the building also having intercom facilities?
- c) State main advantages of a Dictaphone.

How would you operate the telex machine if you have to send a message to an outside agency?

3. Answer any *Two* of the following:

- a) Which document is more authentic?
- i) A copy typed from the documents.
 - ii) A copy made on the photocopier.
- b) Which of the following process is costlier? Give one main reason.
- i) Taking out ten copies of a document on a typewriter with the help of carbon papers.
 - ii) Ten copies made of the documents on the photocopier.
- c) Which of the method is quicker when you have to mail one hundred letters at a time:
- i) Affixing Postage Stamps on the envelopes
 - ii) Printing designs of postages stamps with the help of Franking machine
- d) What materials are required for taking out copies of a typed stencil?

4. Explain tow major points of differences between an electronic typewriter and a manual type writer.
5. Write a note on the functioning of a Computer.