

SMT M.M.K COLLEGE OF COMMERCE AND ECONOMICS
BANDRA WEST
First Term, F.Y.J.C
Secretarial Practice

Marks 50

Date: 25/11/2019.

Time 2 hour 30 min

- Q1 A Answer in one sentence** 5
- 1 What do you mean by Stop payment of cheque?
 - 2 Who can appoint a Personal Secretary?
 - 3 What is Joint Stock Company,
 - 4 Explain inside address (with reference to layout of business letter)
 - 5 Explain Promotion stage.
- B Give one Word/Phrase/Term** 5
- 1 A slip used for depositing cash and cheque in the Bank account.
 - 2 Clause which describes the main activity a company can undertake.
 - 3 The birth certificate of company.
 - 4 Latin word of secretary.
 - 5 Person who purchase shares of Joint Stock Company.
- C Select Correct Option & Rewrite the Sentence** 4
- 1 A bank is a _____ institution.
a) Financial b) Social c) Cultural
 - 2 A letter without _____ is invalid.
a) You attitude b) Signature c) Clarity.
 - 3 _____ is an invitation to the public to subscribe for the shares of the company
a) Memorandum b) Prospectus c) Article of Association.
 - 4 _____ are the person who undertake the process of formation of a company
a) Promoters b) Directors c) Registrar of Company
- Q2 Explain the following terms/concepts (any 2)** 4
- 1 Internal communication.
 - 2 Salutation (with reference to layout of business letter)
 - 3 Doctrine of Ultra Vires.
 - 4 Institutional Secretary.
- Q3 Distinguish between the following (any 2)** 8
- 1 Memorandum of Association and Articles of Association
 - 2 Personal secretary and Company Secretary.
 - 3 Private company and Public company
- Q4 Answer in Brief (any 2)** 8
- 1 State any four essentials of good business letter
 - 2 State any four function of secretary.
 - 3 Explain any four features of Joint stock company.
- Q5 Justify the following statements (any 2)** 8
- 1 Prospectus is important document issued by company.
 - 2 Promoters play an important role in formation of company-Explain
 - 3 A secretary should be courteous and have pleasing personality.
- Q6 Answer the following (any 1)** 8
- 1 Draft a letter to bank for opening a current account.
 - 2 Merits of written communication.