

**SMT. M.M.K COLLEGE OF COMMERCE & ECONOMICS, BANDRA (W)**  
**FYJC - FIRST UNIT TEST**  
**SUBJECT – Secretarial Practice**

MARKS: 25

DATE: 23-09-2019  
TIME: 1Hr. 30Mins

**Q.1 A. Select the proper option from the options given in the brackets and rewrite the sentence** (5)

- 1) The word Secretary is derived from Latin word \_\_\_\_\_ which means a confidential writer. (Amatya, Scribae, Secretarius)
- 2) Secretary of Government Department must be a member of the \_\_\_\_\_. (ICSI, IAS, ICWA)
- 3) \_\_\_\_\_ means correctness in doing a work. (Accuracy, Loyalty, Courteous)
- 4) The liability of shareholders in the Public Ltd. Company is \_\_\_\_\_. (limited, unlimited, collective)
- 5) A secretary is a custodian of \_\_\_\_\_ information. (Confidential, Individual, Investigative)

**Q. 2 Distinguish between (Any One)** (5)

- 1) Personal Secretary & Company Secretary
- 2) Personal Secretary & Secretary of Cooperative Society

**Q.3 Write Short Notes on (Any One)** (5)

- 1) Features of Secretary
- 2) Five Qualities of a Secretary

**Q.4 Answer Any One of the following:** (10)

- 1) Define Secretary. Explain importance of Secretary.
- 2) Define Joint Stock Company. Explain its features.

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