



**RR-0517**

**Third Year B. Com. Examination**

**March / April – 2010**

**Office Management : Paper - V**  
*(Theory)*

Time : Hours]

[Total Marks : 70

**Instructions :**

(1)

नीचे दशांशवले निशानीवाणी विगतो उत्तरवडी पर अवश्य क्षभवडी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
<input type="text" value="T. Y. B. Com."/>	<input type="text"/>
Name of the Subject :	<input type="text"/>
<input type="text" value="Office Management - 5"/>	<input type="text"/>
Subject Code No. : <input type="text" value="0"/> <input type="text" value="5"/> <input type="text" value="1"/> <input type="text" value="7"/>	Section No. (1, 2,.....) : <input type="text" value="Nil"/>
	<input type="text" value="Student's Signature"/>

(2) Figures to the **right** indicate **full** marks.

- 1 Answer the following questions : 10
- (i) What is Teleprinter?
- (ii) What is Resolution?
- (iii) How would you get Railway Reservation?
- (iv) State various methods of duplication.
- (v) What do you mean by office stationery?

- 2 (a) Discuss general rules for Railway Reservation. 6
- (b) What is information? Discuss the means of information. 6

**OR**

- 2 (a) What are the secretarial assistance to be provide for meeting? 6
- (b) Draft a notice of Annual General Meeting of Shareholders of Reliance Industries Ltd. 6

**3** Arrange a tour programme for executive for sales promotion. **12**

**OR**

**3** Discuss the methods of photocopying. **12**

**4** Discuss the layout of Business Letter writing in detail. **12**

**OR**

**4** (a) Which are the horizontal strokes in Pitman shorthand? How are they be written? Explain with examples. Use pencil. **6**

(b) How many forms of consonant 'H' are in Pitman shorthand? State the rules with illustration. **6**

**5** Discuss in detail about circle 's'. State the rules with illustration in detail. **12**

**OR**

**5** (a) State the use of downward 'L' consonant with suitable examples. **6**

(b) Illustrate additional forms of double consonants Fr, Vr, thr and Thr. Give five examples. **6**

**6** Write short notes (any **three**) **12**

(i) Punctuation

(ii) Phrasing

(iii) The Shift Keys

(iv) Joining of consonants

(v) Definition of vowels.

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