



### **BCOE-144: Office Management and Secretarial Practice**

1. What is office management? Discuss its importance in a business organization.
2. Explain the functions and principles of office management.
3. Describe the factors to be considered while selecting office location and layout.
4. What are the different types of office machines? Explain their uses.
5. What is office automation? Discuss the benefits and limitations of automation in office work.
6. What is filing? Explain the different methods of filing with advantages and disadvantages.
7. What is the life cycle of a record? Why is proper record management important?
8. Explain the difference between centralised and decentralised filing systems.
9. What are the essentials of a good office correspondence system?
10. Explain the different types of office correspondence with suitable examples.
11. Define the term Secretary. Discuss the qualifications and duties of a company secretary.
12. What are the responsibilities of a secretary before, during, and after a meeting?
13. Explain the process of drafting notice, agenda, and minutes of a meeting.

14. Distinguish between:

a) Executive Secretary and Personal Secretary

b) Confidential Report and Annual Report

15. What are the key differences between a company secretary and a personal assistant?