

No. of Pages: 2

GACR

**+3, 3<sup>rd</sup> SEMESTER END EXAMINATION-2018  
(COMMERCE)**

**Sub.- Modern Office Mgt  
PAPER : SEC - I**

Time: 2 Hours

Full Marks: 40

*The figure in the right hand margin indicate marks.*

*Question No.1 is compulsory, answer any THREE from the rest.*

1. Answer any EIGHT of the following. [2 x 5]
- i) What do you mean by departmentation?
  - ii) State any two functions of an office.
  - iii) Write any two duties of an office manager.
  - iv) What do you mean by PDF file.
  - v) Define 'Customer relationship'.
  - vi) Types of letters.
  - vii) Electronic mail services.

**Answer any THREE questions.**

2. Define office manager and discuss the qualifications and functions of an office manager. [ 10
3. Differentiate between centralized and De-centralized office. [ 10
4. Write short notes on : [ 5

  - a) Spread sheet [ 5
  - b) Front office management [ 5

5. What do you mean by office and discuss the importance of an office in details. [ 10
6. Write short notes [ 5
  - a) Open and closed office. [ 5
  - b) Types of postal services.



No. of Pages: 3

**GACR**  
**+3, 3<sup>rd</sup> SEMESTER END EXAMINATION-2018**  
**(ARTS)**

Sub.- English  
**PAPER : SEC- I**

Time: 2 Hours

Full Marks:40

*The figure in the right hand margin indicate marks.*

*Question No.1 is compulsory, answer any FOUR from the rest.*

**Unit - 'I'**

[ 2x7 $\frac{1}{2}$  = 15

Answer any TWO of the following questions.

1. Write any five differences between Academic and non academic writing.
2. Write any five similarities between Academic and non academic writing.
3. Fill in the blanks with proper form of words given in the bracket :-

In England the \_\_\_\_\_ (educate) of student is not considered \_\_\_\_\_ (competition) unless he travels all over \_\_\_\_\_ (European). Our school and colleges also organise tours to places of \_\_\_\_\_ (history) interest, but only a few students go for such tours. The \_\_\_\_\_ (education) institutions should provide opportunities to more students.

[P.T.O.]

[ 2 ]

4. Rewrite the sentences correctly.
- I have lost a ten rupees note.
  - Divide this cake in four parts.
  - You need not to worry about it.
  - The order of his transfer has been received.
  - We waited him.

### Unit - 'II'

$$[ 2 \times 7 \frac{1}{2} = 15 ]$$

Answer any TWO questions.

- Write a paragraph on any one of the following:-
  - Pride in one's work
  - Slow and steady wins the race.
  - Great talkers are never great doers.
- What is a topic sentence? Explain its importance.
- Here is a letter to the editor of a newspaper. Summarise the main arguments of the letter.

Sir,

I shall be immensely grateful if the following is carried in your esteemed columns.

There is a constant complaint that our educational system, abetted by an inept system of examination, encourages rote learning and does not drive the desire for understanding. The mode and manners in which questions are asked fix the form of the answers and that in turn

[ 3 ]

influences its contents. In other words, the core of the educational exercise is to learn how to answer questions and not necessarily understand the subject. A rigidly - structured format for the exams is acceptable in aptitude tests or even entrance exams. but it is most inappropriate to assess the level of learning of students or anyone else. Therefore, we must find ways to make exams format-free. We should take help of experts who could look into this matter.

Mr. B. Das.

Jajpur

- Comment on the tone of the following sentences.
  - Could I sit in the class?
  - You are responsible for the mess.
  - I don't know how to help you?
  - Don't think you have done a great job.
  - What a nice work you have done!

### Unit - 'III'

[ 10 ]

- Discuss the various steps involved while writing a research paper.

OR

What is the difference between primary sources and secondary sources?



No. of Pages: 3

GACR

**+3, 3<sup>rd</sup> SEMESTER END EXAMINATION-2018**

**(SCIENCE)**

Sub.- English

**PAPER : SEC- I**

Time: 3 Hours

Full Marks:40

*The figure in the right hand margin indicate marks.*

*Question No.1 is compulsory, answer any FOUR from the rest.*

### **Unit - 'I'**

[ 2x7 $\frac{1}{2}$  = 15

Answer any TWO of the following questions.

1. Write any five differences between Academic and non academic writing.
2. Write any five similarities between Academic and non academic writing.
3. Fill in the blanks with proper form of words given in the bracket :-

In England the \_\_\_\_\_ (educate) of student is not considered \_\_\_\_\_ (completion) unless he travels all over \_\_\_\_\_ (European). Our school and colleges also organise tours to places of \_\_\_\_\_ (history) interest, but only a few students go on such tours. The \_\_\_\_\_ (education) institutions should provide opportunities to more students.

[P.T.O.]

[ 2 ]

4. Rewrite the sentences correctly.
- I have lost a ten rupees note.
  - Divide this cake in four parts.
  - You need not to worry about it.
  - The order of his transfer has been received.
  - We waited him.

### Unit - 'II'

$$[ 2 \times 7 \frac{1}{2} = 15 ]$$

Answer any TWO questions.

- Write a paragraph on any one of the following:-
  - Pride in one's work
  - Slow and steady wins the race.
  - Great talkers are never great doers.
- What is a topic sentence? Explain its importance.
- Here is a letter to the editor of a newspaper. Summarise the main arguments of the letter.

Sir,

I shall be immensely grateful if the following is carried in your esteemed columns.

There is a constant complaint that our educational system, abetted by an inept system of examination, encourages rote learning and does not drive the desire for understanding. The mode and manners in which questions are asked fix the form of the answers and

[ 3 ]

that in turn influences its contents. In other words, the core of the educational exercise is to learn how to answer questions and not necessarily understand the subject. A rigidly - structured format for the exams is acceptable in aptitude tests or even entrance exams. but it is most inappropriate to assess the level of learning of students or anyone else. Therefore, we must find ways to make exams format-free. We should take help of experts who could look into this matter.

Mr. B. Das.

Jajpur

- Comment on the tone of the following sentences.
  - Could I sit in the class?
  - You are responsible for the mess.
  - I don't know how to help you?
  - Don't think you have done a great job.
  - What a nice work you have done!

### Unit - 'III'

[ 10 ]

- Discuss the various steps involved while writing a research paper.

OR

What is the difference between primary sources and secondary sources?

