2.	TYPES OF SECRETARIES	05		
3.	SECRETARIAL CORRESPONDENCE	10		
4.	FORMALITIES OF COMPANY MEETINGS	05		
5A	JOINT STOCK COMPANY	04		
5B	KINDS OF COMPANIES	06		
6	FORMATION OF A COMPANY	05		
	TOTAL	40		

FIRST TERMINAL EXAMINATION 2022-2023

QUESTIONWISE MARKS DISTRIBUTION

SUB: SECRETARIAL PRACTICE

MAX.MARKS: 40

STD:XL

DURATION: 90 MINUTES

SRINO	NAME OF THE UNIT	VSA	SA1	SAII	LA	TOTAL
1	SECRETARY		2(1)	3(1)		05
2.	TYPES OF SECRETARIES	1(1)			4(1)	0.5
3.	SECRETARIAL CORRESPONDENCE	1(1)	2(1)	3(1)	4(1)*	10
4.	FORMALITES OF COMPANY MEETINGS	1(1)	2(2)			05
5.A.	JOINT STOCK COMPANY				4(1)*	04
5B	KINDS OF COMPANIES	1(2)			4(1)	06
6.	FORMATION OF A COMPANY		2(1)	3(1)		0.5
	TOTAL			V		40

SECOND INTERNAL TEST/SECOND FORMATIVE TEST -2022-2023

Sample Test For Secretarial Position

Daniel F McAuley

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