

**+3 3rd SEMESTER EXAMINATION-2019
(COMMERCE)**

Sub.- Modern Office Management
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.

Group - A

[2 x 5

1. Answer any FIVE of the following.
- What do you mean by office management?
 - Write any two importance of office management.
 - Write any two responsibilities of an office manager.
 - Write any three modern methods of sending official information to office staff.
 - What is the function of a biometric machine.
 - Write any three requirements of a good office environment.
 - What is whatsapp? can it be used for office communication?

Group - B

[10 x 3

Answer Any THREE questions.

2. Briefly explain basic functions of a modern office. Explain elaborately various principles of office management.
3. What is office environment? Explain elaborately various requirements of a modern office environment.
4. What are the objectives of using machines in office. Write about various types of machines used in an office environment in recent times, explaining its functions.
5. Explain various process of communication. Write the advantages and disadvantages of centralised and decentralised correspondence system.
6. What is record management? Explain various methods of modern filing system.



No. of Pages: 2

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+3, 3rd SEMESTER EXAMINATION-2019
(ARTS)

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

[3x5]

1. **A.** Answer any **FIVE** of the following.
- i) What is academic writing?
 - ii) What are the uses of academic writing?
 - iii) Write a note on the instruments of academic writing.
 - iv) What is denotative meaning?
 - v) What is sentence structure?
 - vi) Write a note on structures of questions.
- B.** Answer any **TWO** of the following.
- i. Write note on the importance of academic writing. [3x5]
 - ii) Why is it necessary to know synonyms and antonyms of words? Give examples of synonyms and antonyms .
 - iii) What is subject-verb agreement? Give examples.

P.T.O.

UNIT - II

2. **A Answer any FIVE questions.**

- i. What is the difference between informal and formal writing styles?
- ii) What are the elements of the writing process?
- iv) What is a compare-contrast text?
- v) How can a paragraph be developed?
- vi) Write a note on persuasive texts.

[10

B. Answer any TWO of the following.

- i) Why is generating ideas crucial to the writing process?
- ii) What is a structure? Why is it important to writing?
- iii) Write a note on the importance of coherence in paragraphs.

UNIT - III

3. Answer any TWO of the following

- i) Write a note on the mechanics of research writing.
- ii) Write a note on the primary sources used in research.
- iii) How can a research proposal or synopsis be prepared?



**+3, 3rd SEMESTER EXAMINATION-2019
(SCIENCE)**

Sub: ENGLISH

Full Marks: 80

Paper: SEC-I

Time: 3 Hours

Answer the questions as per instruction.

The figure in the right hand margin indicate marks.

Question No. 1 is mandatory.

UNIT-I

1. (A) Answer any FIVE of the following.

[3x5]

- (i) What is academic writing?
- (ii) What are the uses of academic writing?
- (iii) What are the parts of speech?
- (iv) Write a short note on connotative writing.
- (v) What is sentence structure?
- (vi) What is subject-verb agreement?

(B) Answer any TWO of the following:

[7.5x2]

- (i) Distinguish between academic writing and non-academic writing.
- (ii) Write a note on the words in collocation. Give examples.
- (iii) How is an active sentence different from a passive sentences?

UNIT-II

2. (A) Answer any FIVE of the following.

[3x5]

- (i) Show the difference between informal and formal writing styles.

(P.T.O...)

[2]

- (ii) What are the elements of the writing process?
- (iii) Write a short note on text structures.
- (iv) What is a cause-effect text?
- (v) Why is the topic sentence important to a paragraph?
- (vi) What is unity in paragraph?

(B) Answer any TWO of the following.

[7.5x2]

- (i) Why is generating ideas important?
- (ii) Write a note on text types.
- (iii) Write a note on argumentative texts.

UNIT-III

[10]

3. Write a note on the mechanics of research writing.

OR

What are the steps in research writing?

- x - x - x -