

Sem I

B. A. (Honour) Part-I Ist semester
OFFICE MANAGEMENT AND SECRETARIAL PRACTICE
TYPEWRITING-I
CODE: BA110

Max. Marks: 100
Time: 3 Hours
Pass Marks: 35%
Theory: 4-Practical-2
Periods per week: 6

External: Theory- 50
 Practical- 20
Internal: Theory- 20
 Practical- 10
 Credit: 3+1

Instruction for Paper Setter/ Examiners
Section-A

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 8 marks; total weight of the section shall be 16 marks.

SECTION-B

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 8 marks; total weight, of the section shall be 16 marks.

SECTION-C

Section C will be compulsory with 9 short-answer type question 02 each, which will cover the entire syllabus.

UNIT-I

Introduction Computer functions and classification, Overview of Software and Hardware, Input and output devices,

Methods of typing: Touch Method, Sight Method

Keyboard operations: horizontal & vertical operations, learning of first row (bottom row), second row (Home row)(guide keys and keys), learning the third row (upper row), use of Punctuation signs

UNIT-II

Paragraphing: styles of paragraphs

Styles of Typing Letters: Business Letters, Official Letters: official letters, Demi official letters, Office Memorandum. U.O.Note. Office Order, Notification, Endorsement, Private or Personal Letters, addressing envelopes. Correspondence Business Officials

Figures, syllabification & Footnotes
Arrangement of Tabular Statements

Seen *Rani* *Syde*
Shash
Mark *100%* *Dany*
Shah