

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BCom DEGREE EXAMINATION _____

ALTERNATIVE SUBJECT FOR TYPEWRITING

OFFICE MANAGEMENT

Time: Three Hours

Maximum: 75 Marks

SECTION-A (10 Marks)

Answer ALL questions

ALL questions carry EQUAL marks

(10 x 1 = 10)

- | | | |
|----|-------|------|
| 1 | (i) | (ii) |
| | (iii) | (iv) |
| 2 | (i) | (ii) |
| | (iii) | (iv) |
| 3 | (i) | (ii) |
| | (iii) | (iv) |
| 4 | (i) | (ii) |
| | (iii) | (iv) |
| 5 | (i) | (ii) |
| | (iii) | (iv) |
| 6 | (i) | (ii) |
| | (iii) | (iv) |
| 7 | (i) | (ii) |
| | (iii) | (iv) |
| 8 | (i) | (ii) |
| | (iii) | (iv) |
| 9 | (i) | (ii) |
| | (iii) | (iv) |
| 10 | (i) | (ii) |
| | (iii) | (iv) |

SECTION - B (35 Marks)

Answer ALL Questions

ALL Questions Carry EQUAL Marks (5 x 7 = 35)

11 a

OR

b

12 a

OR

b

13 a

OR

b

14 a

OR

b

15 a

OR

b

SECTION - C (30 Marks)

Answer any **THREE** Questions

ALL Questions Carry **EQUAL** Marks (3 x 10 = 30)

16

17

18

19

20

Z-Z-Z

END