

- (iii) A register used to record all outgoing mail of the organisation is called _____.
- (iv) A proposal to alter a motion by adding or deleting words is called _____ motion.
- (v) One of the disadvantages of Card Indexing is _____.
- (vi) The rate of interest which the central bank charges on loans and advances it extends to commercial banks and other intermediaries is called _____.

5. Answer any 5 out of the given 6 questions.

5×1=5

- (i) Mastery of _____ skills is an essential qualification for a Secretary.
 - (a) Speaking
 - (b) Secretarial
 - (c) Reading
 - (d) Communication
- (ii) What do you understand by "Adjournment" of a meeting ?
- (iii) A document provided by the airline during check-in at the airport or online, granting permission to a passenger to enter the airport and board the airplane for a particular flight is called _____.
- (iv) What is Overseas Travel ?
- (v) A plastic payment card that provides the cardholder electronic access to his or her account through which money is deducted directly from the customer's bank account for cash withdrawal or payment of a purchase made, amongst other uses is called _____ card.
 - (a) Pan Card
 - (b) Credit Card
 - (c) Debit Card
 - (d) Aadhar card
- (vi) The facility for keeping a check on mail sent from the organisation and keeping track on mail expenses is called _____.
 - (a) Mailing scales
 - (b) Addressing machine
 - (c) Weighing machine
 - (d) Mail accounting software

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Thirumalaisamy P.
Velavancorresponding



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