

DAY — 07

SEAT NUMBER 4

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1100

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SECRETARIAL PRACTICE (52)

Time : 3 Hrs.

(4 Pages)

Max. Marks : 80

- Note :*
- (1) All questions are compulsory.
 - (2) Figures to the right indicate full marks for the questions.
 - (3) Figures to the left indicate question numbers.
 - (4) Answer to every question must be started on a new page.

- Q. 1.** (A) Select the correct answer from the options given below and rewrite the sentences : (5) [20]
- (1) Company has to pay _____ to government.
(a) taxes (b) dividend (c) interest
 - (2) _____ shares are issued free of cost to existing equity shareholders.
(a) Equity (b) Right (c) Bonus
 - (3) _____ is a proof of title of shares.
(a) Register of member
(b) Share certificate
(c) Letter of Allotment
 - (4) Debenture Capital is a _____ capital of a company.
(a) owned (b) permanent (c) borrowed
 - (5) Dividend is paid first to _____ shareholders.
(a) equity (b) preference (c) deferred

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Table of Contents Hsc Board Pune Question Papers

1. Understanding the eBook Hsc Board Pune Question Papers
 - The Rise of Digital Reading Hsc Board Pune Question Papers
 - Advantages of eBooks Over Traditional Books
2. Identifying Hsc Board Pune Question Papers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Hsc Board Pune Question Papers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Hsc Board Pune Question Papers
 - Personalized Recommendations

- Hsc Board Pune Question Papers User Reviews and Ratings
- Hsc Board Pune Question Papers and Bestseller Lists
- 5. Accessing Hsc Board Pune Question Papers Free and Paid eBooks
 - Hsc Board Pune Question Papers Public Domain eBooks
 - Hsc Board Pune Question Papers eBook Subscription Services
 - Hsc Board Pune Question Papers Budget-Friendly Options
- 6. Navigating Hsc Board Pune Question Papers eBook Formats
 - ePub, PDF, MOBI, and More
 - Hsc Board Pune Question Papers Compatibility with Devices
 - Hsc Board Pune Question Papers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Hsc Board Pune Question Papers
 - Highlighting and Note-Taking Hsc Board Pune Question Papers
 - Interactive Elements Hsc Board Pune Question Papers
- 8. Staying Engaged with Hsc Board Pune Question Papers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Hsc Board Pune Question Papers
- 9. Balancing eBooks and Physical Books Hsc Board Pune Question Papers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Hsc Board Pune Question Papers
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Hsc Board Pune Question Papers
 - Setting Reading Goals Hsc Board Pune Question Papers
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Hsc Board Pune Question Papers
 - Fact-Checking eBook Content of Hsc Board Pune Question Papers

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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