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2013 II 25

1100

J - 121

(E)

SECRETARIAL PRACTICE (52)

Time : 3 Hrs.

(4 Pages)

Max. Marks : 100

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 proper option from the options given below and rewrite the sentences : [20]
(5)

- (1) Convertible debentures are converted into _____ .
(a) Preference shares
(b) Deposits
(c) Equity shares
- (2) If the shares are not allotted to the applicant the company sends a letter of _____ .
(a) Regret
(b) Forfeiture
(c) Allotment
- (3) Public companies cannot accept deposits for more than _____ months.
(a) 36
(b) 06
(c) 12

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JL Elias



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Table of Contents Hsc Exam Papers 2012

1. Understanding the eBook Hsc Exam Papers 2012
 - The Rise of Digital Reading Hsc Exam Papers 2012
 - Advantages of eBooks Over Traditional Books
2. Identifying Hsc Exam Papers 2012
 - 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 Exam Papers 2012
 - User-Friendly Interface
4. Exploring eBook Recommendations from Hsc Exam Papers 2012
 - Personalized Recommendations

- Hsc Exam Papers 2012 User Reviews and Ratings
- Hsc Exam Papers 2012 and Bestseller Lists
- 5. Accessing Hsc Exam Papers 2012 Free and Paid eBooks
 - Hsc Exam Papers 2012 Public Domain eBooks
 - Hsc Exam Papers 2012 eBook Subscription Services
 - Hsc Exam Papers 2012 Budget-Friendly Options
- 6. Navigating Hsc Exam Papers 2012 eBook Formats
 - ePub, PDF, MOBI, and More
 - Hsc Exam Papers 2012 Compatibility with Devices
 - Hsc Exam Papers 2012 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Hsc Exam Papers 2012
 - Highlighting and Note-Taking Hsc Exam Papers 2012
 - Interactive Elements Hsc Exam Papers 2012
- 8. Staying Engaged with Hsc Exam Papers 2012
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Hsc Exam Papers 2012
- 9. Balancing eBooks and Physical Books Hsc Exam Papers 2012
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Hsc Exam Papers 2012
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Hsc Exam Papers 2012
 - Setting Reading Goals Hsc Exam Papers 2012
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Hsc Exam Papers 2012
 - Fact-Checking eBook Content of Hsc Exam Papers 2012

- 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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