

**Bachelor's Degree Programme
(BDP)**

**ASSIGNMENT
2020-2021**

**Elective Course in Commerce
ASP - 01: Secretarial Practice**

For July 2020 and January 2021 admission cycle



**School of Management Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi -110068**



**School of Management Studies
Indira Gandhi National Open University**

**ASP – 01: Secretarial Practice
ASSIGNMENT: 2020-21**

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course.

Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignment as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

This assignment is valid for two admission cycles (**July 2020 and January 2021**). The validity is given below:

1. Those who are enrolled in **July 2020**, it is valid up to **June 2021**.
2. Those who are enrolled in **January 2021**, it is valid up to **December 2021**.

You have to submit the assignment of all the courses to The Coordinator of your Study Centre. For appearing in June Term-End Examination, you must submit assignment to the Coordinator of your study centre latest by **15th March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15th September**.

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	ASP-01
COURSE TITLE	:	SECRETARIAL PRACTICE
ASSIGNMENT CODE	:	ASP-01/TMA/2020-2021
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Attempt all the questions:

1. How is a private secretary different from other secretaries? What are his/her desirable qualifications? Describe his/her duties also. **(5+5+10)**
2. What is a meeting? Classify meetings into different categories giving brief description of each. What are the requisites of a valid meeting? **(4+8+8)**
3. Explain basic principles of business correspondence. What are the ten commandments of a good business letter? **(10+10)**
4. What is a precis? What are the characteristics of a good precis? Explain briefly the method of writing a precis. **(4+8+8)**
5. Write short notes on the following: **(4X5)**
 - a) Minutes of a meeting
 - b) Postal services
 - c) Publicity and public relations
 - d) Importance of reports