

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

**ASSIGNMENT
2021-2022**

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

For July 2021 and January 2022 Admission Cycle



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



ASP – 01: Secretarial Practice

ASSIGNMENT- 2021-22

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 2021 and January 2022**). The validity is given below:

1. Those who are enrolled in **July 2021**, it is valid up to **June 2022**.
2. Those who are enrolled in **January 2022**, it is valid up to **December 2022**.

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/2021-2022**
COVERAGE : **ALL BLOCKS**

Maximum Marks: 100

Attempt all the questions:

1. A private secretary is expected, if necessary, to sacrifice his personal interest for his employer." Elaborate. (20)

2. What do you mean by a meeting? What are the requisites for conducting a valid meeting? Also explain the importance of the agenda of a meeting. (5, 10, 5)

3. (a) Explain the arrangement of a business letter. (10, 10)
(b) Write a letter to the supplier complaining about the supply of defective goods.

4. Distinguish between the following: (4X5)
(a) Motion and Resolution
(b) Attendance and Quorum
(c) Report and Precis
(d) (Money Order and Postal Order

5. Write short notes on the following: (4X5)
(a) Amendment
(b) Company meetings
(c) Public relations in a company
(d) Postal services