



KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
Surya Kumar Bhuyan School of Social Sciences
Home Assignment
Bachelor of Arts (BA)
Front Office Management (S6) 02
6th Semester, 2020

Total Marks 50

Assignments are required to be written in your own language, copying in toto from the learning material will carry less score

A. Answer the following questions within 50 words.

2×3 = 6

Q1: Define office.

Q2: What is office environment?

Q3: State two advantages of project writing.

B. Answer the following questions within 75 words.

3×4=12

Q1: What is oral communication and mechanical communication?

Q2: Discuss the qualities of a good office manager.

Q3: Discuss various forms of correspondence.

C. Answer the following questions within 150 words.

6×2=12

Q1: Discuss the process of communication.

Q2: Write a short note on minutes writing.

D. Answer the following questions within 300 words.

10×2=20

Q1: Discuss different functions of an office.

Q2: Discuss different methods of filing system.