

**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY**  
**Maniram Dewan School of Management**



**HOME ASSIGNMENT FOR BACHELOR IN BUSINESS ADMINISTRATION**  
**SIXTH SEMESTER, 2020**

**Office Management(Common Paper)**

N.B: The learners will have to collect receipt after submitting the assignment with the signature and seal of the collector of study centre and will have to keep with him/her till the declaration of result.

③ .....

**Receipt**

Received the assignment from Mr/Ms .....Enrollment number  
.....of **6th Semester, 2020 BA/BBA** on .....2020.

Date:

Signature of collector with seal



**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY**  
**Maniram Dewan School of Professional Studies**  
**Home Assignment**  
**Bachelor in Business Administration (BBA)**  
**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. 4×3=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.