• **Format for Submitting study material**

Sir/madam

Please find attached herewith the study material created by me. I authorize you to upload the same on SPPU’s Central responsibility.

Details of the study material is as follows:

Title : Organisational Skills Development-II Questions Bank.

Name of Author: Yele Ashwini Bhausaheb.

The study material is useful to the student of:

Subject: Organisational Skills Development-II Questions Bank.

Course:/Class: F.Y.Bcom.

Semester: II

Paper no: 125-A.

Topic: All.

Keywords: Questions Bank

Syllabus Pattern: Revised syllabus of June 2019

I hereby State the above study material is free from Copyright. I am aware that any infringement of the Intactual property right will be may some responsibility. Savitribai Phule pune university or any person will not be held accountable for the same.

Name of the College: C.T.Bora college Shirur.
Organisational Skills Development-II

1. What is mean by office manager?
2. State the qualities of office manager?
3. State the responsibility of office manager?
4. Define office manager?
5. Explain the various skill of office manager?
6. State the duties of office manager?
7. Explain the important of goals?
8. Explain the about SMART goals?
9. What is the time management? State its significance?
10. Explain the various techniques of time management?
11. State the principal of time management?
12. State the function of office manager?
13. State the meaning of goal setting?
14. What is the report?
15. Explain the classification of report?
16. State the principal of preparation of report?
17. Explain the steps in report prevention?
18. What is mean by office communication?
19. Define the office communication?
20. Describe the barriers to office communication?
21. Discuss the recent trends in communication?
22. What is mean by E-mail?
23. Explain the advantages of Internet?
24. What is Teleconferencing?
25. State the disadvantages of Videoconferencing?
26. Explain the elements of effective communication?
27. Define the term of Work measurement?
28. What is mean by motion study?
29. What is mean by standardization?
30. Which of the areas of standardization?
31. Define ‘Standardization’
32. What is the work measurement?
33. Explain the importance of work measurement?
34. State the steps in work measurement?
35. Describe the various techniques of work measurement?
36. State the objects of standardization office work?
37. Explain the various methods of setting standards?
38. Explain the advantages and disadvantages of standardization?
39. Write a short note Time Study?
40. Explain the uses of work measurement?
41. Define the term of machination?
42. State the objects of machination?
43. What is Advantages and disadvantages of machination?
44. Explain the various factors in selecting office machines?
45. State different type of modern used in office?
46. State the type of duplicator?

47. State the disadvantages of computer?

48. Explain the types of Standards?

49. What is mean by SWIP?

50. State the Linguistic barriers?