

ASP - 01

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

ASSIGNMENT

2013-14

Application Oriented Course

ASP – 01: SECRETARIAL PRACTICE

For July 2013 and January 2014 admission cycle



**School of Management Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi -110 068**

Application Oriented Course
ASP – 01: Secretarial Practice
ASSIGNMENT – 2013-14

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 2013 and January 2014.**) The validity is given below:

1. Those who are enrolled in **July 2013**, it is valid upto **June 2014.**
2. Those who are enrolled in **January 2014**, it is valid upto **December 2014.**

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/2013-14
Coverage	:	All Blocks

Maximum Marks: 100

Attempt all the questions

1. How is the secretary of a government department different from the secretary in a private organization? Compare their duties and qualifications. (10+10)

2. What is meant by notice? Describe the essentials of a valid notice. Write a specimen notice for the Annual General Meeting of ABC Papers Ltd. (5+5+10)

3. You are the managing director of a company manufacturing fashion apparels. Your company has launched a new wedding dress for bride. Write a Form Letter to your agents informing them about the new product and its various details. (20)

4. Define report. What is its importance? List the essentials of a good report. (4+8+8)

5. Write short notes on the following:
 - (a) Agenda of the meeting
 - (b) Précis
 - (c) Resolution
 - (d) Proxy (4x5)