FYJC - COMMERCE
SECRETATIAL PRACTICE
EXAM PATTERN

1. Unit test – I (Multiple Choice Questions) 25 Marks
2. TERM – I 50 Marks
3. Unit test - II 25 Marks
4. TERM – II 100 Marks
   Theory - 80 Marks
   Project – 15 + 5 (viva) - 20 marks

TERM I (50 Marks)

1. Objectives 10 Marks
2. Distinguish between (Any 2 out of 4) 10 Marks
3. Answer in Short (Any 2 out of 4) 10 Marks
4. State true/false with reason (Any 2 out of 4) 10 Marks
5. Answer in detail (Any 1 out of 2) 10 Marks

Total 50 Marks

TERM II (50 Marks)

1. Objectives 15 Marks
2. Distinguish between (Any 3 out of 5) 15 Marks
3. State true/false with reason (Any 3 out of 5) 15 Marks
4. Answer in Short (Any 3 out of 5) 15 Marks
5. Answer in brief (Any 2 out of 4) 10 Marks
6. Long Answer (Any 1 out of 2) 10 Marks

Total 80 Marks