

SECRETARIAL PRACTICE

List of Assignments and Projects for Std.XII.

- Project 1 : Visits to Chamber of Commerce, office of the Registrar of Companies, office of trade unions and obtaining information about their functioning.

- Project 2 : Attending Goa Legislative Assembly Sessions and understanding the procedure of meetings.

- Project 3 : Conducting Mock Meetings.

- Project 4 : Interview with the Stock Broker to understand the procedure of dealing at stock exchange.

- Project 5 : Visits to different companies and obtaining information about their functioning.

- 📌 Note : The teacher is free to give any topic other than those mentioned above and even accept the topics suggested by the students. The topics for the assignment shall be in tune with those

suggested by the Board. The guidelines for the assignment prepared by the Board shall be followed properly.

Guidelines for assignments:

1. Maintenance of note book (especially the letter drafting book)
2. Appreciation of developments in the field of business and industry with the help of newspaper.
3. Participation in the class.
4. Presentation of project/assignment on given topic.

Guidelines for assessment:

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| 1. Content | 2 marks |
| 2. Coverage of topic | 2 marks |
| 3. Logical order | 1 mark |
| 4. Supporting evidences/attachments | 2 marks |
| 5. Neatness and presentation | 1 mark |
| 6. Overall impact | 2 marks |