Kamala Education Society's

Pratibha Junior College,
Chinchwad, Pune-19

STD XII- COMMERCE

SUBJECT- SECRETARIL PRACTICE (52)

INTERNAL ASSESSMENT MARKS DISTRIBUTION

Marks 20 **Time 1Hour**

Ques. No.	Question	Marks
1	Correct the underlined word and rewrite the following sentences	4
2	Complete the sentences	4
3	Find the odd one OR Arrange in proper order	3
4	Study the following case/ situation and express your opinion. (Any Three out of Four)	9
	Total	**20**