



GOVERNMENT OF TAMIL NADU

HIGHER SECONDARY FIRST YEAR

VOCATIONAL EDUCATION

**OFFICE MANAGEMENT AND SECRETARYSHIP
&
TYPOGRAPHY AND COMPUTER APPLICATIONS
THEORY & PRACTICAL**

A publication under Free Textbook Programme of Government of Tamil Nadu

Department of School Education

Untouchability is Inhuman and a Crime

Government of Tamil Nadu

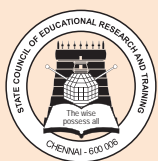
First Edition - 2018

Revised Edition - 2019, 2022

(Published Under New Syllabus)

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Content Creation



State Council of Educational
Research and Training

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Printing & Publishing



Tamil NaduTextbook and
Educational Services Corporation

www.textbooksonline.tn.nic.in



PREFACE

In the view of the changing business environment and suggestions received from experts, this book has been thoroughly planned and updated. This book provides a comprehensive and balanced coverage of the subject. In addition to usual topics, the book presents contemporary topics also. High quality and quantity of topics is maintained for application in global set up. The student and faculty will find the contents of the book short and precise. Explanations are given in understandable language with a sufficient support from real business information. I have great pleasure in presenting the book titled Office Management and Secretarial Practice.

This volume is an attempt to provide the students with thorough understanding of office management and secretarial practice concepts and methods. This book presents the subject in a systematic manner with liberal use of figures applicable to the content.

This book will prove extremely useful to students and teachers alike. It also can be adopted and used successfully. This book is even suited for self study.

This book covers following areas: Office Activities, Functions and organization, Qualities of Office Manager, Office Accommodation and Principles, Office System and Procedures, Office records, Office Committee, Office Communication and Mail Service, Office Automation - Office Machines and Manuals, Importance of Typing in modern era, Book keeping and Accountancy, English and Communication Skills, Business Correspondence, Basis of Information Technology, Internet and Networking, Business Management, Personnel Management and Secretarial Practice

It's sure that this book will be more useful for the student fraternity, teachers, executives and other professionals. Suggestions and comments for the improvement of the books are welcomed.

To get employment opportunities in Industrial Sectors.

Office Management And Secretaryship has been revamped by SCERT in collaboration with Tamil Nadu Skill Development Corporation in order to get immediate employment opportunities for the vocational students in the Industrial Sectors in future. The skill certificate for practical assessment is given to every student by concerned Sector Skill Councils (SSCs) which are accredited by National Skill Development Corporation (NSDC) and TNSDC.



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E-book



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