

Faculty of Engineering & Technology

Diploma in Secretarial Practice for Girls

The questions shall be based on the following :

1. General English
2. General Awareness
3. Mathematics

1. General English :

Comprehension at sentence level, Identification of Mistakes, Vocabulary word formation, synonyms, Antonyms, Pairing of words, grammar : Tenses, Sentences, structure, voice, preposition, and completion of sentences.

2. General Awareness :

To test the candidate's basic awareness of the developments in the Sports, Political and Legal, Social and Cultural, Technological and Economic Environments both in the Indian and International contexts.

3. Mathematics :

Basic statistics (mean, median and mode), Profit and loss, Simple and compound interest. Bar diagrams, Histogram and pie diagrams. Ratio, Proportion, percentage and Reasoning.