Principle of Commerce (English Medium) - 11th Class Principle of Commerce Chapter 24 Short Questions Preparation

Q1. State the merits and demerits of horizontal filing.

Ans 1: Merits: i- Less space ii- Less expensive iii- Suitabliity

Ans 2: iv- Safety v- Easy method vi- simple method

Ans 3: Demerits: i - Less elastic ii- Risk of mixing iii- Difficulty in finding

Ans 4: iv- Excess letter v- Risk of damage.

Q2. State the methods of indexing.

Ans 1: i- alphabeticla inded ii- Thevowel index

Ans 2: iii- Card index iv- Visible index v- Geographicalor subkect index.

Ans 3: vi- Open paper index

Q3. What is the meant by vertical filling.

Ans 1: This is the keepign of files within the drawer, racks or inshelves when they are standing up right north to south. the titles are normally placed ath the top edge of the files which are normally visible. files are normaily safe and secure as they are in filing cabinets.

Q4. What is the meant by Horizontal filling.

Ans 1: In horizontal filing, the files are kept within the drawers, racks or in the shelves in flat position or one is on the top of another. they lie horizontally i.e. east to west.

Q5. What is the meant by Card indexing.

Ans 1: In consists of single drawor of cards or a numebr of drawers. The basic information is stated on these cards. the cards may either be loose in the drawer and kept in that place by an adjustable blck, orby threaded or a rod is used which passes through the drawer.

Q6. What is meant by filing system.

Ans 1: Filing refers to systematic preservation of papers i a well orgahnized manner that in case of their need they can easily be made available or traced.

Q7. State trhe merits and demerits of vertical filling.

Ans 1: Merits: i- Safety ii- Elastic iii- Suitable iv- Easy access

Ans 2: v- Time saving vi- Arrangement vii- Secrecy

Ans 3: Demerits: i - Expensive ii- Complicated iii- More space iv- Unsuitable

Ans 4: v- Chances of losing.

Q8. State the methods of filing.

Ans 1: i- Wire filing ii- Alphabetical filing iii- Card Board filing

Ans 2: iv- Geographical filing v- Pilot filing vi- Numerical filing

Ans 3: vii- Areh filing viii- Chronologicla filing

Ans 4: ix- Shannon filing x- Subject filing xi- Pigeon -hole filing.

Q9. State the characteristics of a good filing system.

Ans 1: i- Accessibiligy ii- Safety iii- Time saving

Ans 2: iv- Economical v- Minimum space vi- Secrecy

Q10. What is meant by vowel indexing.

Ans 1: According to this method, each letter of the alphabet is split up into six divisions on the basis of vowels. After the initial letter of the word indexed vowels. a,e,i,o,u or y are used. So, instead of one division for letter M word Ma, Me, Mi, Mo, Mu or My can be used.
