

- Q.4 Which of the following factors contributes to a good office environment?
- Proper Lighting
 - Comfortable furniture
 - Good ventilation
 - All of the above
- Q.5 Poor office environment can lead to:
- Increased productivity
 - Employee dissatisfaction and stress
 - Improved team work
 - Higher motivation levels
- Q.6 A good office layout should:
- Encourage teamwork
 - Restrict movement within the office
 - Be as congested as possible
 - Have poor lighting & ventilation

SECTION-B

- Note:** Objective/ Completion type questions. All questions are compulsory. (6x1=6)
- Q.7 A well-managed office leads to improved ____ and better decision making. (Productivity/ Noise)
- Q.8 The use of ____ in office management enhances efficiency and reduced manual workload. (Technology/ Paper)

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- Q.9 Poor office management can lead to delays, inefficiency and loss of productivity (True/ False)
- Q.10 Office management does not involved decision-making or problem solving. (True/False)
- Q.11 The location of an office building does not affect the business operations. (True/False)
- Q.12 Proper ventilation and lighting are important factors in an office building. (True/False)

SECTION-C

- Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)
- Q.13 What are the administrative functions of an office.
- Q.14 What is the importance of an office for a business enterprise.
- Q.15 What are the benefits of a well-organized office layout?
- Q.16 What are the qualities of a good office manage?
- Q.17 What role does technology play in office management?
- Q.18 What is office accommodation?
- Q.19 Why is location important for office accommodation?
- Q.20 What are the key factors that influence the office environment?

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