

CLASS : 12th (Sr. Secondary)

Code No. 5635

Series : SS-April/2022

Roll No.

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OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

PART – I

(Subjective Questions)

ACADEMIC/OPEN

(Only for Fresh/Re-appear Candidates)

Time allowed : 2½ hours]

[Maximum Marks : 60 (Part-I : 30, Part-II : 30)

Question paper is divided into *two* Parts : Part-I (Subjective type) and Part-II (Objective type). Answer the questions of both parts in your answer-book. Part-I of question paper with answer-book will be provided with starting of Examination and last one hour of Examination will be given for Part-II i.e. question paper of Part-II will be provided before one hour of the end of Examination.

Total questions in question paper of Part-I are 11 and of Part-II are 30.

- Please make sure that the printed pages in this question paper of **Part-I** are **4** in number and it contains **11** questions.
- The **Code No.** on the right side of the question paper should be written by the candidate on the front page of the answer-book.
- Before beginning to answer a question, its Serial Number must be written.
- Don't leave blank page/pages in your answer-book.
- Except answer-book, no extra sheet will be given. Write to the point and do not strike the written answer.

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P. T. O.

- *Candidates must write their Roll Number on the question paper.*
 - *Before answering the questions, ensure that you have been supplied the correct and complete question paper, **no claim in this regard, will be entertained after examination.***
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General Instructions :

- (i) **All questions are compulsory.**
- (ii) *Marks of each question are indicated against it.*
- (iii) *Your answer should be according to marks.*

SECTION – A

1. What do you understand by Modern Office ? 2
2. What do you know about stationary ? Explain. 2
3. Explain Agenda. 2
4. In which circumstances the stroke S and Z is used initially and finally ? 2
5. Explain Continuants. 2

6. Write the advantages of calculator. 2

SECTION – B

7. Write the qualifications of a Secretary. 3

8. Explain term Left and Right Motion in shorthand. 3

SECTION – C

9. Write the importance of office stationary. 4

OR

Write a detailed note on Meeting in an office.

10. Write a detailed note on Vowels in shorthand. Support your answer with examples. 4

OR

Write a detailed note on position of outlines with suitable examples.

(4)

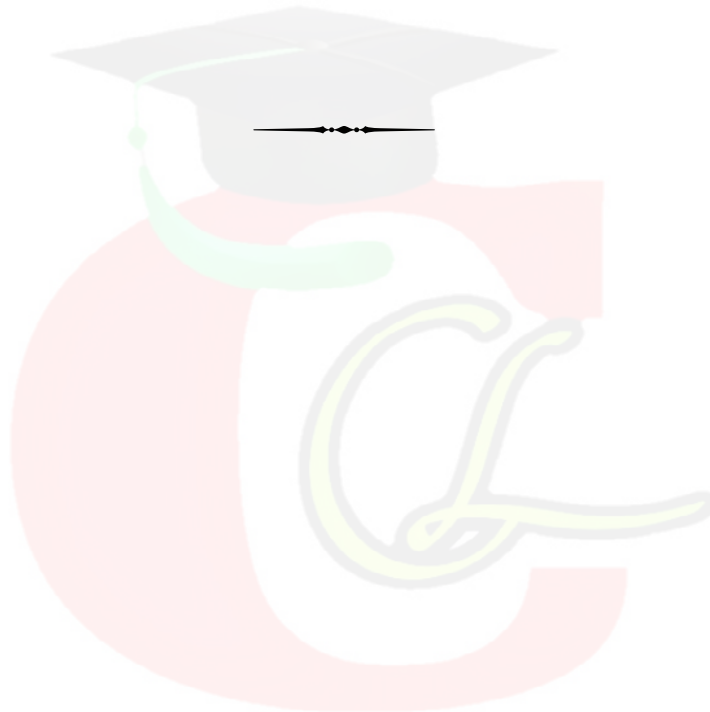
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11. Describe in details the line spacing.

4

OR

Explain the procedure of mail merge in M S word.



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PART – II

(Objective Questions)

ACADEMIC/OPEN

(Only for Fresh/Re-appear Candidates)

- Please make sure that the printed pages in this question paper of **Part-II** are **4** in number and it contains **30** questions.
 - Candidates must write their Roll Number on the question paper.
 - Before answering the questions, ensure that you have been supplied the correct and complete question paper, **no claim in this regard, will be entertained after examination.**
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General Instructions :

- (i) **All questions are compulsory.**
- (ii) Marks are indicated against each question.

A. Fill in the blank :

- (1) Functions of an office can be categorised in two classes and 1
- (2) Paper is an office 1

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- (3) Minutes are adopted only after has approved them. 1
- (4) Minutes should always be in person, and in the past tense. 1

B. Answer the following questions in one word or one sentence :

- (5) What is a post office guide ? 1
- (6) Write the function of railway time table. 1
- (7) What do you know about CCTV ? 1
- (8) Explain office Register. 1
- (9) What is an written communication ? 1
- (10) Write the full form of PA. 1
- (11) Carbon paper is a type of stationary. 1

C. Fill in the blanks :

- (12) The consonants should be written about 1
- (13) Strokes when joined must be written the pen. 1

- (14) The long vowels are represented by a 1
- (15) The places of the vowels are counted from the point where the stroke 1
- (16) A third place vowel is placed inside a 1
- (17) There are three in which to write the outlines of words. 1
- (18) Downward R is always Written initially before 1
- (19) The four diphthongs are 1
- (20) The circles may be added to stroke 1

D. Answer the following questions in one word or one sentence :

- (21) Full form of CAD 1
- (22) Full form of FDD 1
- (23) Full form of CD-RW 1
- (24) What is information processing ? 1

- (25) What is a CPU ? 1
- (26) What is CUT in MS word ? 1
- (27) What is insert in MS office ? 1
- (28) What are LED's ? 1
- (29) What do you mean by 'copy' in MS word ? 1
- (30) How do you underline a word in MS office. 1

