

CLASS : 12th (Sr. Secondary)

Code No. 235

Series : SS/Annual-2023

Roll No.

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OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

ACADEMIC/OPEN

(Only for Fresh/Re-appear/Improvement/Additional Candidates)

Time allowed : **2.30** hours]

[Maximum Marks : **60**

- Please make sure that the printed pages in this question paper are **4** in number and it contains **15** 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.
- Candidates must write their Roll No. on the question paper. Except Roll No. do not write anything on question paper and don't make any mark on answers of objective type questions.
- 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.**

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

SECTION – A**[Marks : 25**

1. Explain briefly : 1 × 4 = 4
- (a) What is a meeting ?
- (b) What do you mean by post office guide ?
- (c) Write the meaning of Secretary.
- (d) What is Office Stationery ?
2. Write a note on the uses of Office Stationery. 4
3. Write the use of Stock Register. 4
4. What do you know about Quorum ? 4
5. Write a short note on Proxy. 4
6. Write a detailed note on quality and qualification of a P.A. 5

OR

What do you know about meeting ? Explain in detail.

(3)
SECTION – B

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[Marks : 20

7. Explain briefly : 1 × 4 = 4

- (a) Explain short vowels.
- (b) Write the definition of Dipthongs.
- (c) Write the qualities of a good phraseography.
- (d) What do you mean by small circle ?

8. Write a note on value of vowel signs. 4



9. Write the difference between Chay and Ray. 4

10. Write a detailed note on Triphone. 4

11. Write a note on Large Circle Sw and Si or Sz. 4

OR

Write in shorthand :

put, be, to be, it had, do, difference, much.

(4)

SECTION – C

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[Marks : 15

12. Explain briefly : 1 × 3 = 3

- (a) Explain Hardware.
- (b) Full form of CPU.
- (c) Explain Output device.

13. Describe briefly the basic parts inside a system unit. 4

14. Write a note on Joystick. 4



15. Write the procedure to start MS-Word. 4

OR

Write note on :

Edit, Cut, Copy, Paste.

