

Class : 12<sup>th</sup>

PRACTICE PAPER (2022-23)

Code - A

Roll No.

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OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

ACADEMIC/OPEN

Time allowed : 3 hrs.

M.M. - 60

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- Please make sure that the printed pages in this question paper are 02 in number and it contains 24 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 Number on the question paper.
  - Before answering the question, 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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**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**

1 X 12 = 12

1. There are \_\_\_\_\_ major functions of an office.  
A. 3                      B. 4  
C. 2                      D. 5
2. C.C. T.V. Means.  
A. A T.V. connected with internet.  
B. A T.V. connected with close circuit camera.  
C. Colorful T.V.  
D. Black and white T.V.
3. There are \_\_\_\_\_ diphthongs in Pitman Short Hand.  
A. 26                      B. 12  
C. 04                      D. 06
4. Final 'R' is written upward when it is followed by \_\_\_\_\_.  
A. Left motion              B. Stock  
C. Right motion              D. Vowel
5. Telephone directory are made on \_\_\_\_\_.  
A. Alphabetic order      B. Output  
C. Age based                      D. Numeric order
6. Printer is an \_\_\_\_\_ device.  
A. Input                      B. Output  
C. Storage                      D. Back up
7. Write the full form of PA.
8. How many vowels in Pitman Short Hand.
9. Write the full form of V.P.P.
10. Write the full form of C.P.U.
11. Write the full form of A.L.U.
12. What is cut in MS Word?

**SECTION – B**

13. What do you know about office stationary? Explain 2
14. What are the classes of consonants? 2
15. How do you start paint brush? 2
16. How do you open Note Pad? 2
17. In which circumstances the stroke S and Z is used initially and finally? 2

**SECTION – C**

18. Write down the meaning and importance of meeting? 5
19. Write a note on Agenda. 5
20. What do you know about Diphthongs? Explain with examples? 5
21. What are the best qualities of a good phraseogram? 5

**SECTION – D**

22. Describe the qualification and qualities of a Personal Assistant? 6

**OR**

Write down the Note on Stock Register and its Advantage?

23. State the use of downward and upward form of 'R' giving examples? 6

**OR**

State the use of SW, SS, SZ giving examples?

24. Explain the mail merge in MS Word. 6

**OR**

Explain the insert menu in MS Word.

6 X 3 = 18

Class : 12<sup>th</sup>

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## Section-A

1. The stationary record is maintained in..... 1
  - a. stock register
  - b. daily register
  - c. noting register
  - d. messenger register
2. Notice of meeting should be given before.....days. 1
  - a. 5 days
  - b. 7 days
  - c. 10 days
  - d. 14 days
3. The circle 's' is written .....curves. 1
  - a. out side
  - b. inside
  - c. left side
  - d. right side
4. Finally ST Loop also given the sound of..... 1
  - a. SD/ZD
  - b. SZ
  - c. Vowel Sound
  - d. None of the above
5. There are .....types of Communication. 1
  - a. 4
  - b. 6
  - c. 2
  - d. 8
6. Railway Time Table means:- 1
  - a. Post office guide
  - b. List of arrival and departure
  - c. List of City
  - d. Train driver list.
7. What is post office guide? 1
8. What do you know about C.C.T.V? 1
9. How many long vowels in Pitman shorthand? 1
10. Define Consonant? 1
11. Write down the full form of MS DOS? 1
12. Write down the full form of F.D? 1

### Section-B

2x5=10

13. What do you understand by modern office? 2
14. What do you know about stationary? 2
15. Explain Continuants. 2
16. Define Vowels? 2
17. Define Computer? 2

### Section-C

18. Write a short note on Post office guide book? 5
19. Write the Procedure to write Minutes of meeting. 5
20. What is a Phraseography? write the qualities of a good Phraseography. 5
21. Write the rules regarding the use of strokes 'S' an 'Z' 5

### Section-D

22. Write down the importance of office Stationary? 6

(Or)

Describe the qualities of a personal assistant.

23. State the use of upward and down ward form of 'H' giving examples? 6

(Or)

State the use of STR Loop giving examples?

24. Explain the format menu in M.S Word? 6

(Or)

Explain the function of Secretary regarding noting and drafting?