

Marking Scheme

Class – 12th

OSS English

Session:– 2023–24

1. Who mentioned the stock register?
Ans. Store Keeper
2. Railway time table means.
Ans. List of Arrival and Departure
3. How many main parts of Computers?
Ans. 4
4. Printer is an device.
Ans. Output
5. There are diphthongs in pitman Shorthand.
Ans. 4
6. Finally ST Loop also given the sound of.....
Ans. SD/ZD
7. What do you mean by agenda?
Ans. Agenda means things to be done.
8. DOS stand for.
Ans. Disk Operating System
9. What is the length of the stroke?
Ans. 1/6 of an inch.
10. Chairman is a Person.
Ans. Elected
11. The short key to open a file matter is
Ans. Ctrl+O
12. A small circle used initially represent only.
Ans. S
13. What is a post office guide book?
Ans. Post office guide is a book of inform related to the Post office.
14. Full form of HDD.
Ans. Hard Disk Drive
15. Write down the size of STR loop.
Ans. 2/3 of the stroke's length.

Section – B

16. What do you know about office stationery?
Ans. The items which are helpful to write any matter is called office stationery. -1
There are very helpful to do the office work. -1

17. Write down the meaning of meeting?
Ans. When two or more person come together to discuss on a lawfull matter is called meeting.
Meeting is an act or process of coming together. -1
18. How do you open Notepad?
Ans. Notepad is a part of computer accessories. It is a simple text editor. -1
It is opened after select button from screen.
Start > all programs > accessories > notepad. -1
19. How will you save a document in M.S Word?
Ans. After write any matter in MS word we can save it by Pressing Ctrl+S(save file) -1
We can save any document by a file name. -1
20. What do you know about phraseography?
Ans. Phraseography is the writing of two or more words together without lifting pen. -1
The resulting outline being called a phraseogram. -1
21. In which circumstances the stroke S & Z is used initially and finally?
Ans. When a vowel precedes initial S. -1
Wherever a final vowel sound after any stroke. -1
- Q.no 22 to 27 of 3 marks. (3x6) =18
22. Write a short note on agenda?
Ans. Agenda is list of topics discuss in a meeting. -1
Agenda is sent with notice of meeting. -1
Agenda is prepared by secretary with the consult of chairman. -1
23. Write a short note on post office guide book?
Ans. Post office guide book is a book of information related to post office services. -1
This book is available in each post office. -1
Any person can get knowledge related to post office services. -1
24. Write a short note on CCTV?
Ans. CCTV is the short form of close circuit television. -1
It is a video surveillance technology. -1
By thus we can monitor on specific area. -1
25. How can you create first document in M.S word?
Ans. After start MS word on the computer we can write any matter by keyboard. -1
After write it we can set it in any font and size. -1
After final the matter we will save it in the memory of computer by a file name. -1
26. How can you insert page number in M.S word?
Ans. After create any document we can insert page number by insert option. -1
It is very easy to insert page number. -1
After insert page number we can chose it on the screen. -1
27. State the use of STR Loop with examples?
Ans. STR Loop is used 2/3rd length of the stroke. -1
It is used in medially and finally. -1

It is return inside the curve stroke. -1

Section-D

Attempt any 3 questions out of 5.

28. Write down the qualities & qualifications of secretary /PA/ Stenographer?

Ans. A secretary plays an important role in accompany. There are some qualifications of a secretary –

1 Good education – a secretary should well educated he should pass 12th or bachelor degree. -1

2 Communication skill – he should perfect in oral communication skill. He should clear his topic in simple way. -1

3 Computer knowledge – He should perfect in computer. He operate computer with MS word, MS excel and email etc. -1

Qualities –

1 Honest – he should honest and faithful to his employer. He should polite also. -1

2 Punctuality – HE must complete his work within given time limit. He should have a good time management. -1

29. Write a short note on telephone directory?

Ans. Telephone directory – A telephone directory is a book of information related to phone number , name , address of any person. -1

Its main purpose is to allow the telephone number of a subscriber identified by name and address to be found. -1

It is published by telephone department or any social organization. -1

There are yellow pages also print in this book at advertisement the names or numbers are settle in alphabetical order. -1

It modern era there is no need of telephone directory due to use of mobile. -1

30. Explain format menu of MS word?

Ans. Format menu – There are many options of format menu in MS word. These are followings:-

1 Alignment – We can set the matter in left , right , centre or justified manner. -1

2 Font type – We can set the matter in any font. There are a list of different fonts in computer select any one. -1

3 Font size – By this we can change the font size. -1

4 Font style – By this we can change the text as bold ,italic and under line. -1

5 Bullets and numbers – We can set any bullets or numbers to any line or paragraph. -1

31. State the use of SW , SS, SZ with examples?

Ans. 1 SW circle or double initial circle written as circle S represents SW for example – sweet , swum -1

2 A large medial and final circle return as circle S represents SS or SZ for example - passes or causes -1

32. Explain the use or various forms of R and H with examples?

Ans. Strokes R – there are two forms of strokes R means upward and downward.

1 Downward R – initial R is written downward when preceded by a vowel for example oar ,array, arab -1

2 Final R is written downward when it is not followed by a vowel a sound for example par, share -1

3 Before M downward form of R is used for example ram, room -1

Stroke H – Like as stroke R there are two forms of H upward and downward

1 When H standing alone. It is written downward for example hay, ohh1

2 H is written downward when followed by K and R for example hog, hockey1

