

**Class – XI**

**Subject : O.S.S. English**

**Session : 2024 – 25**

**Time : 2.30 Hours**

**Maximum Marks : 60**

**Section – A**

1. The Functions which are done by Senior Officers in an office are 1 x 15  
called.....
  - (i) Secretarial Function
  - (ii) Administrative Function
  - (iii) Clerical Function
  - (iv) None of these
2. There are.....types of Mail.
  - (i) 2
  - (ii) 4
  - (iii) 3
  - (iv) 5
3. How many Methods of typing ?
  - (i) 4
  - (ii) 3
  - (iii) 2
  - (iv) 6
4. How many types of Computer according to Technology ?
  - (i) 4
  - (ii) 3
  - (iii) 2
  - (iv) 7
5. How many long Vowels in Pitman Shorthand ?
  - (i) 5
  - (ii) 2
  - (iii) 3
  - (iv) 6

6. How many Horizontal Consonants in Pitman Short hand ?  
(i) 5 (ii) 2  
(iii) 3 (iv) 6
7. Index means .....to be things .
8. The Consonants are divided in .....Classes.
9. Key board in an ..... device.
10. How many Methods of filing ?
11. How many types of Memory ?
12. What should be the length or size of the Consonant.
13. Full Form of ALU
14. Full Form of RAM
15. What is the First electronic Computer .

## Section – B

**Note: - Answer any 06 out of given 08 questions. (2 x 6)**

16. What do you mean by Modern Office ? 2
17. What do you know about letter ? 2
18. What do you know about Mail ? 2
19. Describe the output device Monitor. 2
20. Why we use Computer ? 2
21. What do you mean by C.P.U. 2
22. What do you mean by Stenography ? 2

23. Define Vowel ? State the number of Vowels. 2

## Section – C

**Note: - Answer any 06 out of given 08 questions. (3 x 6)**

24. Give Meaning and Importance of Mail. 3
25. Write down about official letter. 3
26. Describe outward Mail. 3
27. Give Meaning and Characteristics of Computer. 3
28. Describe Touch Method of Typing. 3
29. Describe start of Computer by using window operating system. 3
30. How the Consonants are written Jointly ? Explain in detail. 3
31. Write down the Classification of Consonants ? 3

## Section – D

**Note: - Answer any 03 out of given 06 questions. (5 x 3)**

32. Write down the meaning and types of Indexing ? 5  
or  
Write down the old and New method of Filing ?
33. Giving detail the Parts of C.P.U. 5  
or  
How many generation of Computer giving detail ?
34. What should be the qualities for becoming efficient Stenographer ? 5  
or  
How many kinds of Vowel in Pitman Shorthand giving detail ?