

Class – XII

Subject : O.S.S. English

Session : 2024 – 25

Time : 2.30 Hours

Maximum Marks : 60

Section – A

Note :- Multiple choice questions. All carry equal marks. 1 X15 =15

Q. 1. The material used in offices for doing clerical work is called. 1

A) Book B) Stationary. C) Paper D) Cardboard.

Q. 2. Stock record is maintained by 1

A) Store keeper B) Head C) Clerk D) None

Q. 3. Printer is an Device. 1

A) Input B) Output C) Storage D) Back up

Q. 4. Windows is user operating system 1

A) Single B) Double C) Multi D) None

Q. 5. There are..... total Consonants in English Short-hand. 1

A) Four B) Six C) Twelve D) Twenty Six

Q. 6. There are _____ total Diphthongs in English shorthand. 1

A) 3 B) 4 C) 6 D) 12

Note :- Fill in the blanks :-

Q. 7. Names and Telephone no. are printed in_____ . 1

Q. 8. _____is a list of program to be discussed at a meeting. 1

Q. 9. CPU is called _____ of computer. 1

Q. 10. _____is more powerful than Note Pad. 1

- Q. 11. There are Qualities of good phrase. 1
- Q. 12. Stroke when joined must be written without.....the pen/ pencil. 1
- Note :- Answer the following :-
- Q. 13. Full form of R.O.M. 1
- Q. 14. Write the full form of A.L.U. 1
- Q.15. Length of a Stroke in Eng. Shorthand. 1

SECTION - B

Note :- Very Short Answer Type Questions. Attempt any 6 questions. $2 \times 6 = 12$

- Q. 16. Write short note on CCTV. 2
- Q. 17. Explain Agenda of a meeting. 2
- Q. 18. Define Ruler Line. 2
- Q. 19. Give overview of Paintbrush. 2
- Q. 20. What do you know about intervening vowels ? 2
- Q. 21. Define Diphthongs in English Shorthand. 2
- Q. 22 Define Vowel meaning in Engl. Shorthand 2
- Q. 23 Define Icons in Computer 2

SECTION - C

Note :- Short Answer Type Questions. Attempt any 6 questions. $3 \times 6 = 18$

- Q. 24. Explain Post Office Guide Book and their uses. 3
- Q. 25. Give Meaning and Functions of Stenographer. 3
- Q. 26. What do you mean by Word Pad ? 3
- Q. 27. How do you create a document in MS Office. 3

- Q. 28. Explain the downward R in Eng. Shorthand with examples. 3
- Q. 29. What do you know about Phraseography ? with example. 3
- Q. 30 Define CPU with its units. 3
- Q. 31 Define ST & STR Loop 3

SECTION - D

Note :- Long Answer Type Questions. Attempt any 3 questions. 5x3 = 15

- Q. 32. Give Meaning and Functions of Personal Secretary. 5
- Q. 33. Define the Format menu options of MS Word. 5
- Q. 34. Define circle S and Z by giving suitable examples. 5
- Q. 35. Define the Railway Time Table with specimen copy. 5
- Q. 36. Explain the find & replace in MS Word. 5