

CLASS : 12th (Sr. Secondary)

Code No. 2035

Series : SS-M/2017

Roll No.

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OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

ACADEMIC/OPEN

(Only for Fresh Candidates)

(Evening Session)

Time allowed : 3 hours]

[Maximum Marks : 60

- Please make sure that the printed question paper are contains 20 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.**

SECTION – A

[M. M. : 25

1. Explain briefly : 1 × 5 = 5
- (a) What is a Railway Time Table ?
 - (b) Define Post Office Guide Book.
 - (c) Write the type of secretary.
 - (d) Full Form of CCTV.
 - (e) Stock Register.

(2)

- | | |
|--|---|
| 2. Explain the Telephone Directory. | 2 |
| 3. Define qualities of a Stenographer. | 2 |
| 4. What is a Proxy ? | 2 |
| 5. What do you know about Notice ? | 2 |
| 6. Explain Agenda for a Meeting ? | 4 |
| 7. Write a detailed note importance of Office Stationary ? | 8 |

OR

Explain the importance of PA.

SECTION – B

[M. M. : 20

- | | |
|---|-----------|
| 8. Explain the following : | 1 × 4 = 4 |
| (a) Length of a stroke | |
| (b) 2nd Position vowels | |
| (c) Joining of a stroke | |
| (d) Str Loop | |
| 9. What do you know about Vowel-places. | 2 |
| 10. What are Dot Vowels ? | 2 |
| 11. Explain the upward & downward form of R. | 2 |
| 12. How do you apply Large circle with Straight Strokes ? | 2 |
| 13. What do you know about SZ circle ? | 2 |

(3)

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- 14.** Write the use of the circle s and z with suitable examples. 6

OR

What do you know about Dithongs, explain with examples ?

SECTION – C

[M. M. : 15

- 15.** What do you know about the following ? $1 \times 5 = 5$

- (a) Word Pad
- (b) Select
- (c) Cut
- (d) Page Layout
- (e) Bold

- 16.** What do you know about columns in a table ? 2

- 17.** What do you know about Page Layout in MS Office ? 2

- 18.** What do you know about mailings in MS Office ? 2

- 19.** What is Paragraph Setting in MS Office ? 2

- 20.** How do you create a document in MS Office ? 2



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