

Board of School Education Haryana

Practice Paper (March -2024) (1)

CLASS: 12th (Sr. Sec.) Academic

Office Secretaryship Stenography English

Time allowed: 3 hours] [Maximum Marks: 60

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Please make sure that the printed pages in this question paper are 4 in number and it 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 questions, 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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General Instructions : -

- (i) All questions are compulsory.
- (ii) This question paper contains 20 questions, which are divided into four Sections: A, B, C and D.
- (iii) Section–A contains 15 questions. Question No. 1 has multiple choice type six questions. Each question carries four options, from which choose the correct option. Question No. 2 has six objective type questions / fill in the blanks. Question No. 3 has three questions, the answer of each question from may be given in one or two words or sentences. Each question carries 1 mark.
- (iv) Section – B contains question numbers 4 to 9 of very short answer type questions and carry 2 marks each.
- (v) Section – C contains question numbers 10 to 15 short answer type questions and carry 3 marks each.
- (vi) Section – D contains question numbers 16 to 20 of long answer type questions and carry 5 marks each. Internal choice is available in five questions of this Section. You have to attempt only three of the given choice in such questions.

## SECTION - A

### 1. Multiple choice questions. All carry equal marks. 1 x 15 = 15

- i) Stock record is maintained by .....
- a) Store keeper      b) Head      c) Clerk      d) None
- ii) Notice is issued by secretary on the behalf of .....
- a) Clerk      b) Head      c) Chairman      d) None
- iii) Pen drive is.....device.
- a) Input      b) Output      c) Storage      d) None
- iv) The word is bold by.....
- a) Ctrl V      b) Ctrl B      c) Ctrl U      d) Ctrl P
- v) There are..... total vowels in English Short-hand.
- a) 3      b) 4      c) 6      d) 12
- vi) Circle SW is used only .....
- a) Initial      b) Middle      c) Final      d) None

### 2. Fill in the blanks :

- i) \_\_\_\_\_ is a list of program to be discussed at a meeting.
- ii) \_\_\_\_\_ is a book of information regarding postal services.
- iii) \_\_\_\_\_ is more powerful than word Pad.
- iv) \_\_\_\_\_ is option of edit menu.
- v) Stroke when joined must be written without\_\_\_\_\_.
- vi) Stroke should be written in \_\_\_\_\_ length.

### 3. Answer the following :

- i) Full form of C.C.T.V.
- ii) Full form of MSDOS.

- iii) Length of a stroke.

## SECTION B

### Note :- Very Short Answer Type Questions

2 x 6 = 12

4. Explain the meaning of office stationary.
5. Explain Agenda of a meeting.
6. Uses of calendar in computer.
7. Meaning of Font.
8. Define Diphthongs.
9. circle S or Z in English shorthand.

## SECTION C

### Note :- Short Answer Type Questions

3 x 6 = 18

10. Meaning and importance of meeting.
11. Explain Post Office Guide Book and their uses.
12. Explain any 3 options of File Menu.
13. How do you create a document in MS Office.
14. Explain Phraseography & qualities of good phrases.
15. Explain the downward R in Eng. shorthand with examples.

## SECTION D

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

16. Define the meaning & Qualities of Good Secretary.
17. Define the Format menu options of MS Word.
18. Define ST & STR loop in English Shorthand with examples.
19. Define the Railway Time Table with specimen copy.
20. Define the Edit Menu options of MS Word.