

Board of School Education Haryana

Practice Paper (March -2024) (3)

CLASS: 12th (Sr. Sec.) Academic

Office Secretaryship Stenography English

Time allowed: 3 hours] [Maximum Marks: 60

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.

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) The material used in offices for doing clerical work is called.
A- Book B- stationary. C- Paper D- Cardboard.
- ii) The post office guide is published by the _____ department.
A- Telephone book B- Postal C- Diary D- None
- iii) Eraser tool in paint brush is used to
A- Writing B-listening C-Erase drawing D-None
- iv) In computer _____ is used to check the Date and Time.
A - Calendar B - Notepad C - Paint D- Document
- v) There are _____ Diphthongs in English shorthand.
A - Six B - twelve C - twenty six D - four
- vi) Circle S or Z is written _____ the angel.
A - Inside B - Outside C - Below D - None

2. Fill in the blanks :-

- i) Names and Telephone no. are printed in _____ .
- ii) Money orders are the means of remitting _____ by post.
- iii) CPU is called _____ of computer.
- iv) Full form of C.P.U is _____
- v) Full form of RAM is _____.
- vi) _____ maintained the Stock Record ?

3. Answer the following :-

- i) Who prepare the Agenda ?
- ii) Who is called father of computer ?

iii) How many diphthongs of 2nd place.

SECTION B

Note :- Very Short Answer Type Questions

2 x 6 = 12

4. Explain the telephone Directory.
5. Write short note on CCTV.
6. Give overview of Paintbrush.
7. Explain calculator under computer accessories?
8. Explain meaning & No. of Consonants.
9. What do you know about intervening vowels ?

SECTION C

Note :- Short Answer Type Questions

3 x 6 = 18

10. Explain the different kinds of post office services.
11. Give Meaning and Functions of Stenographer.
12. Explain cut, copy & paste functions in notepad.
13. Define the Introduction to MS-Word.
14. Write uses of upward and downward form of H.
15. Write a note on Phraseography ? Support your answer with examples

SECTION D

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

16. Give Meaning and Functions of secretary/P.A.
17. Explain following:- Input unit, CPU & Output unit
18. Define circle S and Z by giving suitable examples, use in phraseography.
19. Define Office Stationery meaning, uses & Types.
20. How do you insert table in document in M.S. Word.