

Board of School Education Haryana

Practice Paper (March -2024) (4)

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) There aremajor functions of an office.
A) 3 B) 4 C) 2 D) 5
- ii) Telephone Directory are made on
- A) Alphabetic order B) Age based C) Numeric order D) None
- iii) Printer is an Device.
A) Input B) Output C) Storage D) Back up
- iv) The word is underline by
- A) Ctrl B B) Ctrl C) Ctrl U D) Ctrl I
- v) There are diphthongs in Pitman Shorthand.
A) 26 B) 12 C) 4 D) 06
- vi) Final 'R' is written upward when it is followed by
- A) Left motion B) Center C) Right motion D) Vowel

2. Answer the following :-

- i) Write the full form of P.A.
- ii) Write the full form of V.P.P.
- iii) Write full form of O.M.R.
- iv) Write the full form of A.L.U.
- v) What is the full form of MS DOS
- vi) What is Bold in MS Word?

3. Fill in the blanks :-

- i) There are Dot vowels in English Short Hand.
- ii) There are Diphthongs in English Shorthand.

iii) There are qualities of a good Phrase.

SECTION B

Note :- Very Short Answer Type Questions 2 x 6 = 12

4. What do you know about office Stationery ?
5. What do you mean by Proxy ?
6. Define Ruler Line.
7. How do you open a new File ?
8. Define any two classes of consonants.
9. Define the stroke S or Z used in English Shorthand.

SECTION C

Note :- Short Answer Type Questions 3 x 6 = 18

10. Write down the meaning and importance of meeting?
11. Write a Short note on Post Office Guide Book.
12. Write any three features of MS Word.
13. What do you mean by Word Pad ?
14. What do you know about Diphthongs? Explain with examples?
15. What are the best qualities of a good phraseogram?

SECTION D

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

16. Describe the qualification and qualities of a Personal Assistant?
17. Explain the MS Word.
18. State the use of downward and upward form 'R' giving examples?
19. What do you mean by Stock Register ? Write its all columns .
20. Explain the Find & Replace in MS Word.