

CLASS : 12th (Sr. Secondary)

Code No. 3635

Series : SS/Annual Exam.-2026

Roll No.

--	--	--	--	--	--	--	--	--	--

OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

ACADEMIC/OPEN

(Only for Fresh/Re-appear/Improvement/Additional Candidates)

Time allowed : $2\frac{1}{2}$ hours]

[Maximum Marks : **60**

-
- Please make sure that the printed pages in this question paper are **7** in number and it contains **36** 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 No. on the question paper. Except Roll No. do not write anything on question paper and don't make any mark on answers of objective type questions.
 - 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) **Attempt all questions as per instructions.**
- (ii) This question-paper contains **36** questions, which are divided into **four Sections : A, B, C and D.**
- (iii) **Section – A** contains Question Nos. **1** to **15** of objective type questions. In which Question Nos. **1** to **6** multiple choice type questions. Each question carries **four** options, from which choose the **correct** option. Question Nos. **7** to **12** fill in the blanks type. Answer of Question Nos. **13** to **15** may be given in **one** or **two** words/sentences. Each question carries 1 mark.
- (iv) **Section – B** contains question numbers **16** to **23** of very short answer type questions, attempt any **six** questions and carry 2 marks each.
- (v) **Section – C** contains question numbers **24** to **31** of short answer type questions, attempt any **six** questions and carry 3 marks each.
- (vi) **Section – D** contains question numbers **32** to **36** of long answer type questions, attempt any **three** questions and carry 5 marks each.

SECTION – A

(Objective Type Questions)

Multiple Choice Type Questions :

1. Stock register is used for the record of : 1
(A) Secretary (B) File
(C) Stationery (D) Mail
2. Telephone Directories are made on : 1
(A) Alphabetic order (B) Age based
(C) Numeric order (D) None
3. Pen drive is device. 1
(A) Input
(B) Output
(C) Storage
(D) None
4. The shortcut key to save a document is : 1
(A) Ctrl S (B) Ctrl C
(C) Ctrl V (D) Ctrl X

5. In Shorthand Full Stop is written by : 1
- (A) Dot (B) Cross
(C) Dash (D) None
6. Circle SW is used only : 1
- (A) Initial
(B) Middle
(C) Final
(D) None

Fill in the Blanks Type Questions :

7. is a book of Railway information. 1
8. maintained the Stock Record. 1
9. is option of Edit menu of MS Word. 1
10. Full form of C.P.U is 1
11. In English Shorthand Stroke should be written in length. 1
12. R is always write before Stroke M. 1

One or Two Words/Sentence Type Questions :

13. Write the full form of P.S. 1
14. Write the full form of MS DOS. 1
15. How many vowels of 3rd place in English Shorthand ? 1

SECTION – B**(Very Short Answer Type Questions)**

16. What do you mean by Quorum ? 2
17. Write a short note on CCTV. 2
18. Write a note on Calendar in Computer. 2
19. Define Calculator in Computer. 2
20. Explain Circle S or Z in English Shorthand. 2
21. Define the Upward form of H in English Shorthand. 2

(6)

3635

- 22.** Define meaning of Stationery. 2
- 23.** Write a short note on MS Word. 2

SECTION – C

(Short Answer Type Questions)

- 24.** Explain the qualifications of Personal Assistant. 3
- 25.** Write a short note on Post Office Guide Book. 3
- 26.** Explain any **three** options of File Menu. 3
- 27.** Define Paintbrush with tools. 3
- 28.** Define Loop for ST & STR in English Shorthand with examples. 3
- 29.** What do you know about Diphthongs ? Explain with examples. 3
- 30.** Define Cut, Copy & Paste commands in MS Word. 3
- 31.** Define Railway Time Table with example. 3

3635

SECTION – D

(Long Answer Type Questions)

- 32.** Define the meaning & qualities of Good Secretary. 5
- 33.** Define the Edit Menu options of MS Word. 5
- 34.** Explain the large Circle for SW, SS or SZ with examples. 5
- 35.** What do you mean by Stock Register ? Write its all columns. 5
- 36.** Explain the difference between Save & Save As in MS Word. 5

