



प्रश्न-पत्र बोर्ड द्वारा निर्धारित पुस्तकों से ही सैट किया जाएगा। कृपया अध्यापकगण बोर्ड द्वारा निर्धारित पुस्तकें ही पढ़ाएँ।

Question Paper Design

Subject : OSS(English) Class : 12th Session : 2022-23
Paper : Annual or Supplementary Time : 2½ Hrs. Marks : 60

1 Weightage to Objectives:

Objective	K	U	A	S	Total
Percentage of Marks	40	33	27	00	100
Marks	25	20	15	00	60

2 Weightage to Form of Questions:

Form of Question	E	SA	VSA	Objective type	Total
No of Question	03	04	05	12	24
Marks allotted	18	20	10	12	60
Estimated time (in Min.)	60	48	24	18	150

3 Weightage to Content:

Reading Comprehension Marks			
UNITS	Marks	No of Questions	Total Marks
1. Meaning, Importance and use of office stationary, Stock Register, Meaning & Importance of meeting, Short note on – Notice, Agenda, Quarum, Proxy, Telephonic Directory, Post office guide, Railway time table, C.C.T.V, Meaning and function of Secretary/PA/Stenographer, Quality & Qualification of Secretary/PA/ Stenographer.	25		25
2. Consonants & Vowels use in Eng. Short-hand Upward & Down ward form of R & H. Use of Diphthongs, Meaning & importance of Phraseography, good phrase, Use of circle S and Z, Stroke S and Z. Large circle SS, SW, SZ, and ST and STR Loop.	20		20
3. Parts of Computer and access arise as paint brush, calculator, Notepad, calendar, notepad, word pad and entertainment. Start- MS word & create any document and apply the different command as file menu, edit menu, Format menu, Insert Menu and use of mail merge in MS-Word.	15		15
Total	60		60

4 Scheme of Sections : A:B:C:D

5 Scheme of Sections : Internal Choice in long answer Questions i.e. essay type in two Question.

6 Difficulty level :
Difficult : 10% Marks
Average : 50% Marks
Easy : 40% Marks

Abbreviations: K (Knowledge of element of language) C (Comprehension) E (Expression)
A (Appreciation) E(Essay Type) SA (Short Answer) VSA (Very Short Answer) O (Objective Type)