

Board of School Education Haryana

Practice Paper (March -2024) (2)

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) Stock register is used for the record of
- a) Secretary b) File c) Stationery d) Mail
- ii). In stationery A4 stands for.....
- a) Mail b) Paper c) File d) Store
- iii). Windows is user operating system
- a) Single b) Double c) Multi d) None
- iv). The shortcut key to save a document is.....
- a) Ctrl S b) Ctrl C c) Ctrl V d) Ctrl X
- v). In short-hand full stop is written by
- a) Dot b) Cross c) Dash d) None
- vi). There are..... diphthongs of second place.
- a)2 b)4 c)6 d)None

2. Fill in the blanks :

- i). _____ is a quality of Personal assistant.
- ii). _____ is a book of Railway information.
- iii). _____ is more powerful than word Pad.
- iv). Date and time are entered by using the _____ menu.
- v). The circle S is written _____ curve.
- vi). R is always write ----- before Stroke M.

3. Answer the following : -

- i). Write the full form of PA
- ii). Write the full form of RAM

- iii). Write the full form of HDD

SECTION B

Note:-Very Short Answer Type Questions. All carry equal marks. 2 x 6 = 12

4. What do you mean by Quorum ?
5. Write a Short Note on CCTV
6. Define Calculator.
7. Define MD & RD commands in MS Dos.
8. Define the downward H in English shorthand.
9. Define any two qualities of a good phrase.

SECTION C

Note:- Short Answer Type Questions. All carry equal marks 3 x 6 = 18

10. What do you mean by Stock Register ? Define its columns also
11. What are the qualifications of Personal Assistant ?
12. Define Paintbrush with tools.
13. Define any three edit menu options of MS-Word.
14. Define Circle for S & Z.
15. Define all Diphthongs in English Shorthand with examples.

SECTION D

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

- 16 Define any five steps related to procedure of Meeting.
17. Explain the difference between Save & Save As in MS Word.
18. Define Large Circle for SW & SS/ SZ with Examples.
19. Define Telephone Directory with its specimen copy.
20. What do you know about Printing a document.