Code No. 1535

CLASS : 11th (Eleventh)  
Roll No. [ ]

OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH
(Only for Fresh/School Candidates)

Time allowed : 2½ hours / [ Maximum Marks : 60

• Please make sure that the printed pages in this question paper are 4 in number and it contains 14 questions.
• The Code No. on the top 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 question, ensure that you have been supplied the correct and complete question paper, no claim in this regard, will be entertained after examination.

SECTION – A  
[ M. M. 1 x 30 = 30

Note : Answer the following questions. Marks are given against each question.

1. Answer the following questions :
   (i) Explain definition of an Office.
   (ii) What is difference between Office and Modern Office ?
   (iii) Is providing ready referencing of previous papers is an objective of filling ?
   (iv) What do you mean by inward mail ?
   (v) Do you understand that intercom system is an office instrument ?
(vi) Write the principle department of modern office.

(vii) What is written communication?

(viii) Explain the type of indent.

(ix) What is franking machine?

(x) Explain the purpose of business letter.

(xi) Explain envelops sealing machine.

2. Answer the following questions:

(i) Write the definition of consonants.

(ii) Pitman shorthand is phonetic words being .............. according to their sound.

(iii) What is Aspirate?

(iv) Short vowels are represented by a .............. dot and .............. dash.

(v) When a vowel sign is placed above a horizontal stroke it is read .............. the stroke?

(vi) Strokes when joined must be written .............. the pen?

(vii) The strokes are .............. in number.

(viii) The places of the vowels are counted from the point where the stroke ..............?

(ix) What will indicate the position of an outline?

3. Answer the following questions:

(i) Full form of CPU

(ii) Full form of GB

(iii) Full form of MB

(iv) Full form of IT
(v) All the work given by the user is processed in the ...............

(vi) The ALU performs the actual ............... and ............... .

(vii) Is printer is an output device ?

(viii) What is Hybrid Computers ?

(ix) What do you mean by 'Paste' in MS-Word ?

(x) Write the name of output devices.

SECTION – B

4. What do you understand by Modern Office ?

5. What do you know mail room ?


7. What do you know about light strokes ?

8. Explain logograms.

9. Explain my computer icon.

SECTION – C

10. Write is the meaning of an office.

11. What is compound word in shorthand ?

SECTION – D

12. What is the importance of mail room in an organization ?

OR

Explain the features of a good letter.
13. Write a note on the classes of consonants.

OR

Write a detailed note on position of outlines.

14. Describe in details the procedure of typing bold.

OR

Write four input devices with their working procedure.