

Code No. 1535

CLASS : 11th (Eleventh)

Series : 11-April/2021

Roll No.

OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

(Only for Fresh/School Candidates)

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

[Maximum Marks : 60

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- 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.**
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SECTION – A

[M. M. 1 × 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 filing ?
- (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 envelopes 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

[M. M. $2 \times 6 = 12$

- 4. What do you understand by Modern Office ?
- 5. What do you know mail room ?
- 6. Explain Official Letter.
- 7. What do you know about light strokes ?
- 8. Explain logograms.
- 9. Explain my computer icon.

SECTION – C

[M. M. $3 \times 2 = 6$

- 10. Write is the meaning of an office.
- 11. What is compound word in shorthand ?

SECTION – D

[M. M. $4 \times 3 = 12$

- 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.

