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

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 17 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

Note : Answer the following questions. All questions carry equal marks.  

1. Fill in the blanks:
   (a) Pitman Shorthand is ............, words being written according to their sound.
   (b) The position of an outline is governed by the ............ in the word.
   (c) The consonant h standing alone is Written........... .
   (d) In shorthand the period or full stop is represented by a small ........... .

2. Answer the following:
   (a) What is a mail ?
   (b) Write the types of mail.
   (c) What is filing ?
   (d) What is a personal letter ?

3. Explain the following:
   (a) Recyclebin
   (b) Icons
   (c) Laser Printer
   (d) LCD
SECTION – B

Note: Answer the following questions. All questions carry equal marks.

2 \times 6 = 12

4. Write a short note on Inward mail.

5. What is a official letter?

6. What is a Grammalogues in shorthand?

7. What is a interviewing vowels?

8. What do you know about 'My Document' in computer?

9. What are output Devices in computer?

SECTION – C

Note: Answer the following questions. All questions carry equal marks.

4 \times 5 = 20

10. Explain the importance of an office.

11. Write the meaning of mail with its types.
12. What do you know about indexing?

13. Write a detailed note on Long Vowels in shorthand support your answer with suitable examples.


**SECTION – D**

*Note:* Attempt any two questions. $8 \times 2 = 16$

15. Write the Meaning, Importance of filling in an office.

16. Write a detailed note on classes of consonants in shorthand.

17. What is the Control Processing Unit? Explain the functions of CPU in detail.