

Code No. 1035

CLASS : 11th (Eleventh) Series : 11-M/2019

Roll No.

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. $1 \times 12 = 12$

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.
14. How do you start a computer ? Explain.

SECTION – D

Note : Attempt any **two** questions. 8 × 2 = 16

15. Write the Meaning, Importance of filling in a 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.

