OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

ACADEMIC/OPEN
(Only for Fresh Candidates)

(Evening Session)

Time allowed: 3 hours ] [ Maximum Marks : 60

• Please make sure that the printed question paper are 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 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. : 25

1. Explain briefly : 1 × 5 = 5

   (a) What is a Railway Time Table ?

   (b) Define Post Office Guide Book.

   (c) Write the type of secretary.

   (d) Full Form of CCTV.

   (e) Stock Register.
2. Explain the Telephone Directory. 2

3. Define qualities of a Stenographer. 2

4. What is a Proxy? 2

5. What do you know about Notice? 2

6. Explain Agenda for a Meeting? 4

7. Write a detailed note importance of Office Stationary? 8

OR

Explain the importance of PA.

SECTION – B [ M. M. : 20

8. Explain the following: 1 × 4 = 4
   (a) Length of a stroke
   (b) 2nd Position vowels
   (c) Joining of a stroke
   (d) Str Loop

9. What do you know about Vowel-places. 2

10. What are Dot Vowels? 2

11. Explain the upward & downward form of R. 2

12. How do you apply Large circle with Straight Strokes? 2

13. What do you know about SZ circle? 2
14. Write the use of the circle s and z with suitable examples.

OR

What do you know about Dithongs, explain with examples?

SECTION – C  [ M. M. : 15]

15. What do you know about the following \( \times 5 = 5 \)

(a) Word Pad
(b) Select
(c) Cut
(d) Page Layout
(e) Bold

16. What do you know about columns in a table?

17. What do you know about Page Layout in MS Office?

18. What do you know about mailings in MS Office?

19. What is Paragraph Setting in MS Office?

20. How do you create a document in MS Office?