

**Class : 12<sup>th</sup> PRACTICE PAPER (2023 – 24)**

Roll No.

**OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH  
ACADEMIC/OPEN**

**Time allowed : 3 hours M.M. – 60**

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Please make sure that the printed pages in this question paper are 3 in number and it contains 34 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.

*3Candidates 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.

**Note :** (i) All questions are compulsory.

(ii) Marks for each question are indicated against it.

(iii) Your answer should according to marks.

**Section – A**

1. Who mentioned the stock register? 1 x 15

b. Secretary b. Clerk

d. Store Keeper d. Stenographer

2. Railway time table means.

b. List of City b. Directory of Phone

c. List of Train Driver d. List of Arrival and Departure

3. How many main parts of Computer?

- a. 2            b. 5
- c. 4            d. 6

4. Printer is an .....device.

- b. Input b. Storage
- D. Output d. Backup

5. There are.....diphthongs in pitman Shorthand.

- b. 12 b. 26
- D. 6 d. 4

6. Finally ST Loop also given the sound of.....

- b. SD/ZD b. SZ
- D. Vowel sound d. None of these

7. What do you mean by agenda?

8. DOS stand for.

9. What is the length of the stroke?

10. Chairman is a.....person.

11. The short key to open a file matter is .....

12. A small circle used initially represent .....only.

13. What is a post office guide book?

14. Full form of HDD.

15. Write down the size of STR loop.

### **Section – B**

**Note :- Answer any 6 out of the given 8 question: (2 x 6)**

16. What do you know about office stationery? 2

17. Write down meaning of meeting? 2

18. How do you open note pad? 2

19. How will you save a document in M.S Word? 2
20. What do you know about phraseography? 2
21. In which circumstances the stroke S & Z is used initially and finally? 2
22. What do you understand by modern office? 2
23. Write the advantages of calculator? 2

### **Section – C**

**Note :- Answer any 6 out of the given 8 question: (3 x 6)**

24. Write a short note on agenda? 3
25. Write a short note on post office guide book? 3
26. Write a short note on C.C.T.V.? 3
27. How can you create first document in M.S. word? 3
28. How can you insert page number in M.S word? 3
29. State the use of STR Loop with examples? 3
30. Explain cut, copy, paste or delete functions in Note pad? 3
31. Write a short note on stock register? 3

### **Section – D**

**Note :- Answer 3 out of the given 6 question: (5 X 3)**

32. Write down the qualities & qualifications of secretary /PA/ 5

stenographer?

(OR)

Write a short note on telephone directory and its advantages?

33. What is mail merge? Explain the steps of performing mail merge? 5

(OR)

Explain the format menu in M.S word?

34. Explain the use of various forms of R & H with examples? 5

(OR)

State the use of SW, SS, SZ with examples? 5