

Class : 12<sup>th</sup>

PRACTICE PAPER (2022-23)

Code - B

Roll No.

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OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

ACADEMIC/OPEN

Time allowed : 3 hrs.

M.M.- 60

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- Please make sure that the printed pages in this question paper are 02 in number and it contains 24 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.**

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

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

(iii) Your answer should be according to marks.

## Section-A

1. The stationary record is maintained in..... 1
  - a. stock register
  - b. daily register
  - c. noting register
  - d. messenger register
2. Notice of meeting should be given before.....days. 1
  - a. 5 days
  - b. 7 days
  - c. 10 days
  - d. 14 days
3. The circle 's' is written .....curves. 1
  - a. out side
  - b. inside
  - c. left side
  - d. right side
4. Finally ST Loop also given the sound of..... 1
  - a. SD/ZD
  - b. SZ
  - c. Vowel Sound
  - d. None of the above
5. There are .....types of Communication. 1
  - a. 4
  - b. 6
  - c. 2
  - d. 8
6. Railway Time Table means:- 1
  - a. Post office guide
  - b. List of arrival and departure
  - c. List of City
  - d. Train driver list.
7. What is post office guide? 1
8. What do you know about C.C.T.V? 1
9. How many long vowels in Pitman shorthand? 1
10. Define Consonant? 1
11. Write down the full form of MS DOS? 1
12. Write down the full form of F.D? 1

**Section-B**

2x5=10

- 13. What do you understand by modern office? 2
- 14. What do you know about stationary? 2
- 15. Explain Continuants. 2
- 16. Define Vowels? 2
- 17. Define Computer? 2

**Section-C**

- 18. Write a short note on Post office guide book? 5
- 19. Write the Procedure to write Minutes of meeting. 5
- 20. What is a Phraseography? write the qualities of a good Phraseography. 5
- 21. Write the rules regarding the use of strokes 'S' an 'Z' 5

**Section-D**

- 22. Write down the importance of office Stationary? 6

**(Or)**

Describe the qualities of a personal assistant.

- 23. State the use of upward and down ward form of 'H' giving examples? 6

**(Or)**

State the use of STR Loop giving examples?

- 24. Explain the format menu in M.S Word? 6

**(Or)**

Explain the function of Secretary regarding noting and drafting?