

हरियाणा विद्यालय शिक्षा बोर्ड, भिवानी।

QUESTION PAPER DESIGN.

CLASS- 10+1 SESSION- ANNUAL/SUPPLEMENTARY TIME- 2.30 HOURS	SUBJECT- OSS ENG MARKS-	BOOKS-
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1 WEIGHTAGE TO OBJECTIVES

OBJECTIVE	K	U	A	S	TOTAL
PERCENTAGE OF MARKS	50%	20%	10%	20%	100
MARKS	30	12	06	12	60

2 WEIGHTAGE TO FORM OF QUESTIONS

FORM OF QUESTIONS	04 E (04 MARKS)	03 SA (MARKS)	02 VSA (MARKS)	OBJECTIVE TYPE (01 MARKS)	TOTAL
NO. OF QUESTIONS	03	02	06	30	41
MARKS ALLOTTED	12	06	12	30	60
ESTIMATED TIMES	50	20	30	50	150

3 WEIGHTAGE TO CONTENT:

MARKS			
	MARKS	NO. OF QUESTIONS	TOTAL MARKS
I office means suportance, function, principle of modern office, male, types of mail in word mail , out word, equipment. Types of Indeny Parsonel letter, method of typing features of good letter.	24		24
II Importance of shorthand, Origin of shorthand, Qualities of a stenographer, list of corsonet thicknon, Thinos, direction Joining Etrokes Vowel, Grammalogues, Punctution.	20		20
III meaning, In Porture of Computer, character Stics, Types of Computer Posts key board, mouse, moniter, CPU, Printer, out put devices. using comp. Tcoms my computer, my document.	16		16

4. Scheme of Sections : A:B:C:D
5. Scheme of Options : Internal Choice in long answer question i.e. essay type in two questions.

Abbreviations: K (Knowledge),U(Understanding)A(Application) S(Skill)
E (Essay Type), SA(Short Answer Type), VSA (Very Short Answer Type), O (Objective Type)

प्रश्न-पत्र बोर्ड द्वारा निर्धारित पुस्तकों से ही सैट किया जाएगा। कृपया अध्यापकगण बोर्ड द्वारा निर्धारित पुस्तकें ही पढ़ाएँ।