

Class : 12th

PRACTICE PAPER (2022-23)

Code - A

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 X 12 = 12

1. There are _____ major functions of an office.
A. 3 B. 4
C. 2 D. 5
2. C.C. T.V. Means.
A. A T.V. connected with internet.
B. A T.V. connected with close circuit camera.
C. Colorful T.V.
D. Black and white T.V.
3. There are _____ diphthongs in Pitman Short Hand.
A. 26 B. 12
C. 04 D. 06
4. Final 'R' is written upward when it is followed by _____
A. Left motion B. Stock
C. Right motion D. Vowel
5. Telephone directory are made on _____
A. Alphabetic order B. Output
C. Age based D. Numeric order
6. Printer is an _____ device.
A. Input B. Output
C. Storage D. Back up
7. Write the full form of PA.
8. How many vowels in Pitman Short Hand.
9. Write the full form of V.P.P.
10. Write the full form of C.P.U.
11. Write the full form of A.L.U.
12. What is cut in MS Word?

SECTION – B

13. What do you know about office stationary? Explain 2
14. What are the classes of consonants? 2
15. How do you start paint brush? 2
16. How do you open Note Pad? 2
17. In which circumstances the stroke S and Z is used initially and finally? 2

SECTION – C

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| 18. Write down the meaning and importance of meeting? | 5 |
| 19. Write a note on Agenda. | 5 |
| 20. What do you know about Diphthongs? Explain with examples? | 5 |
| 21. What are the best qualities of a good phraseogram? | 5 |

SECTION – D

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| 22. Describe the qualification and qualities of a Personal Assistant? | 6 |
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OR

Write down the Note on Stock Register and its Advantage?

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| 23. State the use of downward and upward form of 'R' giving examples? | 6 |
|---|---|

OR

State the use of SW, SS, SZ giving examples?

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| 24. Explain the mail merge in MS Word. | 6 |
|--|---|

OR

Explain the insert menu in MS Word.

6 X 3 = 18