OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

ACADEMIC/OPEN

(Only for Fresh/Re-appear Candidates)

Time allowed: 3 hours / Maximum Marks: 60

• Please make sure that the printed question paper are contains 18 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]

Note: (i) All questions are compulsory.

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

(iii) Your answer should be according to marks.
1. Explain briefly: 
   (a) Agenda
   (b) Post Office Guide
   (c) CCTV
   (d) PA

2. Write the importance of Office Stationary.

3. What do you know about Stock Register?

4. What is Proxy?

5. Write the uses of CCTV.

6. Write the types of Meeting. Explain.

7. Write the qualification of a Secretary.

OR

What do you mean by Agenda? Explain.

SECTION – B

8. Explain briefly:
   (a) Explodents
   (b) Continuants
   (c) Small circle
   (d) Definition of Diphthongs
9. Write a note about vowel places.  

10. Write the rules regarding uses of upward and downward R.  

11. What do you know about small loop?  

12. Write a note on Phraseography? Support your answer with examples.  

13. Write a detailed note on Large Circle. Support your answer with suitable examples.  

OR

What do you know about Large Loop? Write in detail with example.  

SECTION – C  

14. Explain briefly:  

(a) Word Pad  

(b) Select  

(c) Bold  

(d) Cut  

(e) Underline  

15. Explain Paint Brush.  

16. Write the importance of Calculator.  

P. T. O.
17. What do you know about Paste Text in MS-Word? 2

18. What is Mail Merge? Explain the steps of performing Mail Merge. 4

OR

What do you know about Printing of a Document in MS-Word.