

CLASS : 12th (Sr. Secondary)
Series : SS-M/2018

Code No. 3635

Roll No.

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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.

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P. T. O.

(2)

1. Explain briefly : 1 × 4 = 4
- (a) Agenda
 - (b) Post Office Guide
 - (c) CCTV
 - (d) PA
2. Write the importance of Office Stationary. 2
3. What do you know about Stock Register ? 2
4. What is Proxy ? 2
5. Write the uses of CCTV. 4
6. Write the types of Meeting. Explain. 4
7. Write the qualification of a Secretary. 7



What do you mean by Agenda ? Explain.

SECTION – B

[M. M. : 20

8. Explain briefly : 1 × 4 = 4
- (a) Explodents
 - (b) Continuants
 - (c) Small circle
 - (d) Definition of Diphthongs

9. Write a note about vowel places. 2
10. Write the rules regarding uses of upward and downward R. 2
11. What do you know about small loop ? 2
12. Write a note on Phraseography ? Support your answer with examples.
4
13. Write a detailed note on Large Circle. Support your answer with suitable examples. 6

OR

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

SECTION – C

[M. M. : 15

14. Explain briefly :

- (a) Word Pad
- (b) Select
- (c) Bold
- (d) Cut
- (e) Underline



1 × 5 = 5

15. Explain Paint Brush. 2
16. Write the importance of Calculator. 2

(4)

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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.



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