

**CLASS : 12th (Sr. Secondary)**

**Code No. 5635**

**Series : SS-April/2021**

Roll No. 

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**OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH**

**PART – I**

**(Subjective Questions)**

**ACADEMIC/OPEN**

(Only for Fresh/Re-appear Candidates)

**Time allowed :  $2\frac{1}{2}$  hours ]**

**[ Maximum Marks : 60 (Part-I : 30, Part-II : 30)**

Question paper is divided into *two* Parts : Part-I (Subjective type) and Part-II (Objective type). Answer the questions of both parts in your answer-book. Part-I of question paper with answer-book will be provided with starting of Examination and last one hour of Examination will be given for Part-II i.e. question paper of Part-II will be provided before one hour of the end of Examination.

**Total questions in question paper of Part-I are 11 and of Part-II are 30.**

- *Please make sure that the printed pages in this question paper of **Part-I** are **4** in number and it contains **11** 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 questions, 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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**General Instructions :**

- (i) **All questions are compulsory.**
- (ii) *Marks of each question are indicated against it.*
- (iii) *Your answer should be according to marks.*

**SECTION – A**

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|--|---|
| 1. What do you understand by Modern Office ?                                 | 2 |
| 2. What do you know about stationary ? Explain.                              | 2 |
| 3. Explain Agenda.   | 2 |
| 4. In which circumstances the stroke S and Z is used initially and finally ? | 2 |
| 5. Explain Continuants.  | 2 |

- 6.** Write the advantages of calculator. 2

**SECTION – B**

- 7.** Write the qualifications of a Secretary. 3

- 8.** Explain term Left and Right Motion in shorthand. 3

**SECTION – C**

- 9.** Write the importance of office stationary. 4

**OR**

Write a detailed note on Meeting in an office.

- 10.** Write a detailed note on Vowels in shorthand. Support your answer with examples. 4

**OR**

What a detailed note on position of outlines with suitable examples.

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**11.** Describe in details the line spacing.

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**OR**

Explain the procedure of mail merge in M S word.

