CLASS : 12th (Sr. Secondary) **Code No. 5635**

Series : SS-April/2021

Roll No. ☐☐☐☐☐☐☐☐☐☐

OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

PART – II

(Objective Questions)

ACADEMIC/OPEN

(Only for Fresh/Re-appear Candidates)

* *Please make sure that the printed pages in this question paper of **Part-II** are **4** in number and it contains **30** questions.*

* *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.**

General Instructions :

(i) **All questions are compulsory.**

(ii) *Marks are indicated against each question.*

A. Fill in the blank :

(1) Functions of an office can be categorised in two classes .... and 1

(2) Paper is an office   1

(3) Minutes are adopted only after .... has approved them.   1

(4) Minutes should always be in .... person, and in the past tense. 1

B. Answer the following questions in one word or one sentence :

(5) What is a post office guide ?   1

(6) Write the function of railway time table.   1

(7) What do you know about CCTV ?   1

(8) Explain office Register.   1

(9) What is an written communication ?   1

(10) Write the full form of PA.   1

(11) Carbon paper is a type of stationary.   1

C. Fill in the blanks :

(12) The consonants should be written about   1

(13) Strokes when joined must be written .... the pen.   1

(14) The long vowels are represented by a 1

(15) The places of the vowels are counted from the point where the stroke 1

(16) A third place vowel is placed inside a 1

(17) There are three .... in which to write the outlines of words. 1

(18) Downward R is always Written initially before 1

(19) The four dipthongs are 1

(20) The circles may be added to stroke 1

D. Answer the following questions in one word or one sentence :

(21) Full form of CAD 1

(22) Full form of FDD 1

(23) Full form of CD-RW 1

(24) What is information processing ? 1

(25) What is a CPU ?   1

(26) What is CUT in MS word ?   1

(27) What is insert in MS office ?   1

(28) What are LED's ?   1

(29) What do you mean by 'copy' in MS word ?   1

(30) How do you underline a word in MS office.   1

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