

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

**Code No. 3635**

**Series : SS-M/2018**

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*

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- *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.***
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**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.

( 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

**OR**

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 :  $1 \times 5 = 5$
- (a) Word Pad
  - (b) Select
  - (c) Bold
  - (d) Cut
  - (e) Underline
15. Explain Paint Brush. 2
16. Write the importance of Calculator. 2

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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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