OFFICE SECRETARYSHIP & STENOGRAPHY
IN ENGLISH

ACADEMIC
1st SEMESTER
(Only for Re-appear Candidates)

(Morning Session)

Time allowed: 2½ hours [ Maximum Marks : 60

• Please make sure that the printed pages in this question paper are 4 in number and it contains 17 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.

2936

P. T. O.
SECTION – A

Note: Answer the following questions. All questions carry equal marks. $1 \times 12 = 12$

1. Fill in the blanks:
   (a) The strokes are .......... in number and each stroke has a distinct name and value.
   (b) There are .......... short vowels, represented by light dot and dash.
   (c) Strokes must be uniform length, about .......... of an inch.
   (d) A Grammalogue is a frequently occurring word represented by a .......... sign.

2. Explain briefly:
   (a) Agenda
   (b) Stationary
   (c) Notice
   (d) Stock Register

3. Write the full form of the following:
   (a) OMR
   (b) USB
   (c) CTRL
   (d) FDD
SECTION – B

Note : All questions carry equal marks. 2 × 6 = 12

4. What are explodents?

5. Explain the difference between Chay and Ray.

6. What is a Quorum?

7. What do you know about Proxy?

8. What do you know Stock Register?

9. What is a Note pad?

SECTION – C

Note : All questions carry equal marks. 4 × 5 = 20

10. Explain the classes of consonants?


12. What do you mean by minutes?

13. Explain the procedure of Proxy.

14. What do you mean by Agenda?
Note: All questions carry equal marks. Attempt any two questions.  

15. What do you know about Vowels? Support your answer with examples.

16. Explain Quorum? What are the parameters of quorum in different meetings?

17. What do you understand by Internal and External Commands of DOS?