

CLASS : 12th Sr. Sec. (Academic) Code No. 2936

Series : SS-M/2016

Roll No.

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**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.***

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. $2 \times 6 = 12$

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. $4 \times 5 = 20$

10. Explain the classes of consonants ?
11. What is Logogram ? Explain with examples.
12. What do you mean by minutes ?
13. Explain the procedure of Proxy.
14. What do you mean by Agenda ?

SECTION – D

Note : All questions carry equal marks. Attempt any **two** questions. $8 \times 2 = 16$

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 ?

