

CLASS : 12th Sr. Sec. (Academic) Code No. 3036

Series : SS-M/2016

Roll No.

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**OFFICE SECRETARYSHIP & STENOGRAPHY
IN ENGLISH
ACADEMIC
2nd SEMESTER
(Only for Fresh/Re-appear Candidates)
Evening 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 circle s may be added to stroke in
- (b) The circle s is written outside angles, inside curves, and with the left motion to straight stokes not forming an
- (c) The loop may be used initially, medially or finally.
- (d) The sw circle is used in phrases like,

2. Answer the following :

- (a) Define Railway Time Table.
- (b) Write the full form of L. A.
- (c) Write the type of Secretary.
- (d) Define Post Office Guide Book ?

3. What do you know about the followings ?
- (a) Font
 - (b) Copy
 - (c) Ctrl + V
 - (d) Paragraph

SECTION – B

Note : Answer the following questions. All questions carry equal marks. $2 \times 6 = 12$

- 4. Write the qualifications of a Secretary.
- 5. How do you apply small circle with Straight Strokes ?
- 6. Write the uses of CCTV ?
- 7. Write in shorthand : in this city. Masterpiece.
- 8. What do you know about Paragraph Spacing ?
- 9. What do you know about Printing Preview ?

SECTION – C

Note : Answer the following questions. All questions carry equal marks. $4 \times 5 = 20$

10. How do you prepare a Railway Time Table ?
11. What are the rules regarding the use of Large Loop ? Support your answer with suitable examples
12. What are the rules regarding the use of small circle ? Support your answer with suitable examples
13. What do you know about view in MS Office ?
14. Write the main function of Post Office Guide ?

SECTION – D

Note : Attempt any **two** questions. $8 \times 2 = 16$

15. Write the qualities of a stenographer ?
16. Write the use of large circle with suitable examples ?
17. What do you know about page set up ?

