

CLASS : 12th (Sr. Secondary)

Code No. 2235

Series : SS/Annual Exam.-2025

Roll No.

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OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

ACADEMIC/OPEN

(Only for Fresh/Re-appear/Improvement/Additional Candidates)

Time allowed : $2\frac{1}{2}$ hours]

[Maximum Marks : 60

- Please make sure that the printed pages in this question paper are **7** in number and it contains **36** 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 No. on the question paper. Except Roll No. do not write anything on question paper and don't make any mark on answers of objective type questions.
- 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) **This question paper contains 36 questions, which are divided into four Sections : A, B, C and D.**
- (iii) **Section - A** contains Question Nos. 1 to 15 of objective type questions. In which Question Nos. 1 to 6 multiple choice type questions. Each question carries four options, from which choose the correct option. Question Nos. 7 to 12 fill in the blanks type. Answer of Question Nos. 13 to 15 may be given in one or two words/sentences. Each question carries 1 mark.
- (iv) **Section - B** contains question numbers 16 to 23 of very short answer type questions, attempt any six questions and carry 2 marks each.
- (v) **Section - C** contains question numbers 24 to 31 of short answer type questions, attempt any six questions and carry 3 marks each.
- (vi) **Section - D** contains question numbers 32 to 36 of long answer type questions, attempt any three questions and carry 5 marks each.

SECTION – A**(Objective Type Questions)****Multiple Choice Type Questions :**

1. Telephone Directories are made on :

1

(A) Alphabetic order	(B) Age based
(C) Numeric order	(D) None

(3)

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2. The post office guide is published by the department.

1

(A) Telephone book

(B) Postal

(C) Diary

(D) None

3. Pen drive is device.

1

(A) Input

(B) Output

(C) Storage

(D) None

4. In computer is used to check the Date and Time.

1

(A) Calendar

(B) Notepad

(C) Paint

(D) Document

5. There are diphthongs in English Shorthand.

1

(A) 6

(B) 12

(C) 4

(D) 26

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P. T. O.

(4)

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6. In English Shorthand Full Stop is written by

1

(A) Dot

(B) Cross

(C) Dash

(D) None

Fill in the Blanks Type Questions :

7. is a book of Railway information.

1

8. is a book of information regarding postal services.

1

9. The full form of C. P. U. is

1

10. Date and time are entered by using the menu in MS Word.

1

11. R is always write before Stroke M in English Shorthand.

1

12. There are qualities of a good Phrase.

1

One or Two Words/Sentence Type Questions :

13. Define the full form of P. S.

1

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(5)

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14. Who is called father of Computer ? 1

15. How many Vowels of 3rd place in English Shorthand ? 1

SECTION – B

(Very Short Answer Type Questions)

Note : Attempt any **six** questions. Each question carries 2 marks.

16. Define the importance of Notice in meeting. 2

17. Write a short note on CCTV. 2

18. Write the meaning of MS Word. 2

19. Define Calculator in Computer. 2

20. Define Grammalogues in English Shorthand. 2

21. Explain meaning & No. of Consonants. 2

22. Define Ruler Line in MS Word. 2

23. Uses of Calendar in Computer. 2

(6)

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SECTION – C

(Short Answer Type Questions)

Note : Attempt any **six** questions. Each question carries 3 marks.

24. Write a short note on Post Office Guide Book.	3
25. Write a short note on Railway Time Table.	3
26. Define Paintbrush with tools.	3
27. Write Cut, Copy, Paste Options in Word Pad.	3
28. What do you know about Diphthongs ? Explain with examples.	3
29. Define the best qualities of a good phraseogram.	3
30. Define circle S & Z in English Shorthand.	3
31. Write uses of upward and downward form of H.	3

SECTION – D

(Long Answer Type Questions)

Note : Attempt any **three** questions. Each question carries 5 marks.

32. What do you mean by Stock Register ? Define its all columns.	5
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(7)

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33. How do you insert table in document in MS Word. 5

34. State the use of downward and upward form 'R' giving examples. 5

35. Define Telephone Directory with its specimen copy. 5

36. Define any ***five*** Edit Menu options of MS Word. 5



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