

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

**Code No. 5635**

**Series : SS-April/2021**

Roll No. 

--	--	--	--	--	--	--	--	--	--

**OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH**

**PART – II**

**(Objective Questions)**

**ACADEMIC/OPEN**

(Only for Fresh/Re-appear Candidates)

---

- *Please make sure that the printed pages in this question paper of **Part-II** are **4** in number and it contains **30** questions.*
  - *Candidates must write their Roll Number on the question paper.*
  - *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) *Marks are indicated against each question.*

**A. Fill in the blank :**

- (1) Functions of an office can be categorised in two classes ..... and ..... . 1
- (2) Paper is an office ..... . 1

**5635/ II**

**P. T. O.**

- (3) Minutes are adopted only after ..... has approved them. 1
- (4) Minutes should always be in ..... person, and in the past tense. 1

**B. Answer the following questions in one word or one sentence :**

- (5) What is a post office guide ? 1
- (6) Write the function of railway time table. 1
- (7) What do you know about CCTV ? 1
- (8) Explain office Register. 1
- (9) What is an written communication ? 1
- (10) Write the full form of PA. 1
- (11) Carbon paper is a type of stationary. 1

**C. Fill in the blanks :**

- (12) The consonants should be written about ..... . 1
- (13) Strokes when joined must be written ..... the pen. 1

- (14) The long vowels are represented by a ..... . 1
- (15) The places of the vowels are counted from the point where the stroke ..... . 1
- (16) A third place vowel is placed inside a ..... . 1
- (17) There are three ..... in which to write the outlines of words. 1
- (18) Downward R is always Written initially before ..... . 1
- (19) The four diphthongs are ..... . 1
- (20) The circles may be added to stroke ..... . 1

**D. Answer the following questions in one word or one sentence :**

- (21) Full form of CAD 1
- (22) Full form of FDD 1
- (23) Full form of CD-RW 1
- (24) What is information processing ? 1

- (25) What is a CPU ? 1
- (26) What is CUT in MS word ? 1
- (27) What is insert in MS office ? 1
- (28) What are LED's ? 1
- (29) What do you mean by 'copy' in MS word ? 1
- (30) How do you underline a word in MS office. 1

