Code No. 1035

CLASS : 11th (Eleventh)　　　　**Series : 11-M/2019**

Roll No. ☐☐☐☐☐☐☐☐☐

OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

(Only for Fresh/School Candidates)

*Time allowed : **3** 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 top 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.***

1035　　　　　　　　　　　　　P. T. O.

SECTION – A

Note : Answer the following questions. All questions carry equal marks.   1 × 12 = 12

1. Fill in the blanks :

   (a) Pitman Shorthand is ...., words being written according to their sound.

   (b) The position of an outline is governed by the .... in the word.

   (c) The consonant h standing alone is Written........... .

   (d) In shorthand the period or full stop is represented by a small ....

2. Answer the following :

   (a) What is a mail ?

   (b) Write the types of mail.

   (c) What is filing ?

   (d) What is a personal letter ?

3. Explain the following :

   (a) Recyclebin

   (b) Icons

   (c) Laser Printer

   (d) LCD

SECTION – B

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

4. Write a short note on Inward mail.

5. What is a official letter ?

6. What is a Grammalogues in shorthand ?

7. What is a interviewing vowels ?

8. What do you know about 'My Document' in computer ?

9. What are output Devices in computer ?

SECTION – C

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

10. Explain the importance of an office.

11. Write the meaning of mail with its types.

12. What do you know about indexing ?

13. Write a detailed note on Long Vowels in shorthand support your answer with suitable examples.

14. How do you start a computer ? Explain.

SECTION – D

Note : Attempt any ***two*** questions.   8 × 2 = 16

15. Write the Meaning, Importance of filling in a office.

16. Write a detailed note on classes of consonants in shorthand.

17. What is the Control Processing Unit ? Explain the functions of CPU in detail.