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FOR HARYANA CLASS 12 PREPARATION

HBSE Class 12 Sample Paper 2027 OSS English with Marking Scheme

EXAM	YEAR	TYPE	SUBJECT
Haryana Class 12	2027	Sample Paper	English

Class – XII

Subject : O.S.S. English

Session : 2026 – 27

Time : 2.30 Hours Maximum Marks : 60

Section – A

Note :- Multiple choice questions. All carry equal marks. 1 X15 =15

Q. 1. The material used in offices for doing clerical work is called. 1

A) Book B) Stationary. C) Paper D) Cardboard.

Q. 2. Stock record is maintained by …….. 1

A) Store keeper B) Head C) Clerk D) None

Q. 3. Printer is an ……. Device. 1

A) Input B) Output C) Storage D) Back up

Q. 4. Windows is ..... user operating system 1

A) Single B) Double C) Multi D) None

Q. 5. There are…… total Consonants in English Short-hand. 1

A) Four B) Six C) Twelve D) Twenty Six

Q. 6. There are _____ total Diphthongs in English shorthand. 1

A) 3 B) 4 C) 6 D) 12

Note :- Fill in the blanks :-

Q. 7. Names and Telephone no. are printed in_____ . 1

Q. 8. _____is a list of program to be discussed at a meeting. 1

Q. 9. CPU is called _____ of computer. 1

Q. 10. _____is more powerful than Note Pad. 1

Q. 11.There are …… Qualities of good phrase. 1

Q. 12. Stroke when joined must be written without……..the pen/ pencil. 1

Note :- Answer the following :-

Q. 13. Full form of R.O.M. 1

Q. 14. Write the full form of A.L.U. 1

Q.15. Length of a Stroke in Eng. Shorthand. 1

SECTION - B

Note :- Very Short Answer Type Questions. Attempt any 6 questions. 2 x 6 = 12

Q. 16. Write short note on CCTV. 2

Q. 17. Explain Agenda of a meeting. 2

Q. 18. Define Ruler Line. 2

Q. 19. Give overview of Paintbrush. 2

Q. 20. What do you know about intervening vowels ? 2

Q. 21. Define Diphthongs in English Shorthand. 2

Q. 22 Define Vowel meaning in Engl. Shorthand 2

Q. 23 Define Icons in Computer 2

SECTION - C

Note :- Short Answer Type Questions. Attempt any 6 questions. 3 x 6 = 18

Q. 24. Explain Post Office Guide Book and their uses. 3

Q. 25. Give Meaning and Functions of Stenographer. 3

Q. 26. What do you mean by Word Pad ? 3

Q. 27. How do you create a document in MS Office. 3

Q. 28. Explain the downward R in Eng. Shorthand with examples. 3

Q. 29. What do you know about Phraseography ? with example. 3

Q. 30 Define CPU with its units. 3

Q. 31 Define ST & STR Loop 3

SECTION - D

Note :- Long Answer Type Questions. Attempt any 3 questions. 5x3 = 15

Q. 32. Give Meaning and Functions of Personal Secretary. 5

Q. 33. Define the Format menu options of MS Word. 5

Q. 34. Define circle S and Z by giving suitable examples. 5

Q. 35. Define the Railway Time Table with specimen copy. 5

Q. 36. Explain the find & replace in MS Word. 5

Class – 12th **Session 2026 – 27**

Marking Scheme

OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

SECTION - A

Note :-Very Short answer type question :- 1 x 15 =15

Q. 1 The material used in offices for doing clerical work is called.

Ans. Stationary

Q. 2 The stock record is maintained by …….

Ans. Store keeper

Q. 3 Printer is an ……. Device.

Ans. Output

Q. 4 Window is …….. user operating system.

Ans. Multi

Q. 5 There are …… total consonants in English shorthand.

Ans. 26

Q. 6 There are …….. total Dipthongs in English shorthand.

Ans. 4

Q. 7 Names and telephone number are printed in ……

Ans. Telephone Directory

Q. 8 …… is a list of program to be discussed at a meeting.

Ans. Agenda

Q. 9 CPU is called …….. of computer.

Ans. Brain

Q.10 …….. is more powerful than notepad.

Ans. MS Word

Q. 11 There are …… Qualities of a good Phrase.

Ans. 3

Q. 12 Stroke when joined must be written without ……. the pen / pencil.

Ans. Lifting

Q.13 Full form of ROM.

Ans. Read Only Memory

Q. 14 Write the full form of ALU.

Ans. Arithmetic Logic Unit

Q. 15 Length of a stroke in English shorthand.

Ans. 1/6 of an inch.

SECTION B

Note :- Short Answer Type Questions :- 2 x 6 =12

Q. 16 Write a short note on CCTV.

Ans. CCTV – Closed Circuit Television. 1

It is a TV system in which signals are not Publically distributed but are monitored for security purpose. 1

Q.17 Explain Agenda of a meeting.

Ans. By Agenda we mean 'things to be done'. 1

The word Agenda denotes theprogram or list of the item of the business to be transacted at the meeting. 1

Q. 18 Define Ruler Line.

Ans. A Ruler Line is a measuring tool. 1

We can set Tabs, Margins & Indents. 1

Q. 19 Give overview of Paintbrush.

Ans. Paint Brush is used to draw any picture or other feature. This picture can print or set as a background in the computer. 1

Windows contains a fairly useful graphics program called Paint. 1

Q. 20 What do you know about intervening vowels ?

Ans. Intervening vowel:- When two or more strokes are joined & any 3rd place vowel come between them. 1

It is placed at the third place of previous stroke. 1

Q. 21 Define Dipthongs in English Shorthand.

Ans. A diphthong is union of two vowel sounds in one syllable. 1

Four dipthongs (I,OW,OI,U) are used in Pitman Shorthand. 1

Q. 22 Define vowels meaning in English Shorthand.

Ans. According to Prof. Sweet, "If the mouth-passage is left so open as not to cause audible friction and voiced breath is sent through it, we have a vowel." 2

Q. 23 Define Icons in computer.

Ans. Icon is a small graphical representation of a program or file. 1

When we double-click an icon, the associated file or program will be opened. 1

SECTION - C

Note :- Short Answer Type Questions :- 3 x 6 = 18

Q. 24 Explain Post Office Guide Book and their uses.

Ans. It is a book of instructions related to Post office activities. 1

It contains various types of information and instructions such as rate of Post

card, inland letter and envelopes etc. 1

It also helps us to know about the overseas letters which are sent by air or by sea to another country. The post office guide is published by Postal & Telegraph Department. . 1

Q. 25 Give meanings and function of Stenographer.

Ans.. The Stenographer is a person who has to do routine office work. He writes letters, reports etc.

Duties:-

a) Taking down dictations and transcribing them on computer . 1

b) Exchange and communication of letters, message and orders. 1

c) Typing letters & receiving telephone calls and communication messages to the concerned person. 1

Q. 26 What do you mean by Word Pad ?

Ans.. Word Pad :- Word pad is used to write any matter in the memory of computer. MS Word is the advance version of Word Pad. 1

There are many options in Word Pad such as Save, Edit, Print etc. 1

We can also use Cut, Copy, Paste, or delete. 1

Q. 27 How do you create a document in MS Office.

Ans. After start MS Word, we can create any file in which we can write any matter. 1

Save it in the memory of computer. 1

After create any file we can open & edit matter. 1

Q. 28 Explain the downward R in English Shorthand with examples.

Ans. The consonant R is provided with two different forms i.e. upward and

downward. The use of upward and downward form of R is as under: -

Downward 'R' : - The downward R is used in the following cases:

a) Initial R is written downward when it is preceded by a vowel sound.

Arm …… Ore ……. 1

b) Final R is written downward, when it is not followed by a vowel sound.

Car …….. Share …… 1

c) R is always written downward before the stroke M . e.g.

Ram …… Roam …… 1

Q. 29 What do you know about Phraseography with examples.

Ans. When two or more words is written together without lifting the pen is called a phraseography. 1

The obtained outline is called phraseogram. 1

A good phraseogram has the following 3 qualities such as Facility, Lineality & Legibility. 1

Q. 30 Define CPU with its units.

Ans. A computer system is an electronic device which stores and processes raw information to give useful information in a particular order. 1

Central Processing Unit (CPU):- Central processing unit (CPU) is the main component or 'Brain' of a computer which performs all the processing of input data. In a computer system, all major calculations and comparisons are made inside the CPU . 1

It has two components. (i) Arithmetic and logic unit (ALU), (ii) Control Unit (CU) 1

Q. 31 Define ST & STR Loop.

Ans. Loop :- A small loop just like the shape of an egg added to the half length of the stroke is called loop, represents the sound of ST, SD or ZD. 1

Use of Loop ST:- Like the circle S, the initial ST loop is read first and final is always read last. e. g.

Steam _____ Past _____ 1

Use of Loop STR :- Like the circle & Loop ST the STR loop is used in middle & at the end not initial.

Faster _____ Masterpiece _____ 1

SECTION - D

Note :- Long Answer Type Questions :- 5 x 3 = 15

Q. 32 Give Meaning and Functions of Personal Secretary.

Ans. Personal Secretary :- A person employed by an individual or an office to assist with correspondence, make appointments and carry out administrative tasks. A person, usually an official, who is incharge of the records, correspondence, minutes of the meetings & related affairs of an organization. 1

Functions / duties:- The role of the Secretary is to support the chair/Boss in ensuring the smooth functioning of the management committee. In summary the Secretary is responsible for:-

1. Ensuring meetings are effectively organized and minutes. 1
2. Maintaining effective records and administration. 1
3. Upholding the legal requirements of governing documents. 1
4. Communication and correspondence. 1

Q.33 Define The Format menu options of MS Word.

Ans. Format menu of MS Word :- There are many options of Format menu such as :-

A. Font :- It is used to change the style of the letters. 1

B. Font Size :- It this we can change the size of the font as reduce 6 and large up to 72. 1

C. Alignment : – We can set the matter in the Left, Center, Right and Justified in the alignment. 1

D. Bullets : – The user can set any type of Bullets before start any Line / paragraph. 1

E. Borders : - The different types of borders available in the this option. 1

Q. 34 Define circle S and Z by giving suitable examples.

Ans. Circle S or Z :- Stroke S or Z can be written by a small circle. A small circle which is used for the light sound of 'S' may be written initially . 1

The initial small circle is written with left motion if added to all the straight strokes. e.g. 1

Pass …… Seat ……

Circle S is written inside the curve strokes. Vowels coming after S or Z are put in before side of the next consonant. 1

Face …… Nose ……

If circle S or Z comes between two straight strokes which are making an angel, the circle is written outside the angel. 1

Task …… Risk ……

If S or Z circle comes between two curve strokes, the circle is written inside the first curve. 1

Muscle …… Loser ……

Q. 35 Define the Railway time Table with specimen copy.

Ans. Railway Time Table is a book of various travel information. This book help us to know about the arrival and departure of trains at a station. 1

We come to know about the distance and fare of various stations. The distance noted in this book is only approximately. It gives passenger an idea of the journey and fare. 1

It also shows the fare of different classes of the different trains. This book is very useful for those people who always travel in the train. 1

Specimen of Railway Time Table Book is given below:- 2

Sr. No.	Train No.	Train Name	From	To	Arrival Time	Departure Time	Days
1	22510	Punjab Mail	Delhi	Amritsar	6:40	6:42	1,3,5,7
2	28605	Pooja Express	Delhi	Jammu	10:50	10:55	Daily
3	10127	Malwa Express	Delhi	Mumbi	18:40	18:45	2,4,6

Q. 36 Explain the Find & replace in MS Word.

Ans. MS-Word is a window based application . It is a software package that can process the word i.e. by using it you can create a document, edit it, modify it and save it. MS-Word offers a number of facilities to its users. 1

Find :- We can find any word in the whole document. Computer will ask about that word and shift the control one by one on the desired word. 1

Replace :- After find any word if the user want to replace some the word with a

new word then computer gives the facility to replace the old word with a new word. 1

Computer ask about old word which you want to find and a new word by which you want to replace that word. After apply this command the control shift on the specific word and computer ask about replace it (Y/N) before replace. 1

If we select Yes then it replace with new word otherwise the old word display on the screen. After this the control on the next word and ask this again

Find & Replace in MS Word. 1