Haryana Board

QUESTION PAPERS PDF

2024

HBSE PYQP

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CLASS : 12th (Sr. Secondary) **Code No. 1235**

Series : SS/Annual Exam.-2024

Roll No. | | | | | | | | | | |

OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

ACADEMIC/OPEN

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

Time allowed : ***2 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* **15** *questions. Question No.* **1** *to* **6** *have multiple choice type* ***six*** *questions. Each question carries* ***four*** *options, from which choose the* ***correct*** *option. Question No.* **7** *to* **12** *have* ***six*** *objective type questions / fill in the blanks. Question No.* ***13*** *to* ***15*** *have* ***three*** *questions, the answer of each question from may be given in* ***one*** *or* ***two*** *words or sentences. Each question carries* 1 *mark.*

(iv) ***Section – B*** *contains question numbers* **16** *to* **23** *of very short answer type questions, attempt any* **6** *questions and carry* **2** *marks each.*

(v) ***Section – C*** *contains question numbers* **24** *to* **31** *short answer type questions, attempt any* **6** *questions and carry* 3 *marks each.*

(vi) ***Section – D*** *contains question numbers* **32** *to* **36** *of long answer type questions and carry* 5 *marks each. Answer any* ***three*** *questions.*

SECTION – A

(Multiple Choice Questions)

Note : Choose the ***correct*** options. Each question carries **1** mark.

1. The post office guide is published by the ..... department. 1

(A) Telephone book (B) Postal

(C) Diary (D) None

2. There are ..... major functions of an office. 1

(A) 3

(B) 4

(C) 2

(D) 5

3. In computer ..... is used to check the Date and Time. 1

(A) Calendar

(B) Notepad

(C) Paint

(D) Document

4. The word is underline by 1

(A) Ctrl + B

(B) Ctrl + C

(C) Ctrl + U

(D) Ctrl + I

5. There are ..... diphthongs in Pitman Shorthand. 1

(A) 26 (B) 12

(C) 4 (D) 06

6. Circle S or Z is written ..... the angle. 1

(A) Inside

(B) Outside

(C) Below

(D) None

Note : Fill in the Blanks :

7. ..... is a book of information regarding postal services. 1

8. Money orders are the means of remitting ..... by post. 1

9. ..... is more powerful than word Pad. 1

10. Date and time are entered by using the ..... menu. 1

11. There are ..... qualities of a good Phrase. 1

12. Full form of RAM is 1

Note : Answer in ***one*** or ***two*** words or sentences :

13. Write the full form of PA. 1

14. Who is called father of computer ? 1

15. How many diphthongs of 2nd places ? 1

SECTION – B

(Very Short Answer Type Questions)

Note : Attempt any **6** questions. Each question carries **2** marks.

16. What do you know about office Stationery ? 2

17. Write a short note on Proxy. 2

18. How do you open a new File ? 2

19. Explain calculator under computer accessories ? 2

20. Define the stroke S or Z used in English Shorthand. 2

21. Explain meaning & No. of Consonants. 2

22. Write a short note on Notice. 2

23. Define Grammalogues in Eng. Shorthand. 2

SECTION – C

(Short Answer Type Questions)

Note : Attempt any **6** questions. Each question carries **3** marks.

24. Write down the meaning and importance of meeting. 3

25. Explain the different kinds of post office services. 3

26. Write Cut, Copy, Paste options in Word Pad. 3

27. Define the Introduction to MS-Word. 3

28. What are the best qualities of a good phraseogram ? 3

29. Write uses of upward and downward form of H. 3

30. Define Circle S/Z in Eng. Shorthand. 3

31. Define Header & Footer in MS Word. 3

SECTION – D

(Long Answer Type Questions)

Note : Attempt any **3** questions. Each question carries **5** marks.

32. Define Telephone Directory with its specimen copy. 5

33. How do you insert table in document in M. S. Word. 5

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

35. Define Office Stationery meaning, uses & types. 5

36. Explain the Input Unit, Output Unit & CPU with diagrams. 5

Haryana Board Study Material

- Syllabus
- Model Papers
- Previous Year Question Papers
- Books
- Notes