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FOR AP CLASS 11 EXAM PREPARATION

AP Class 11 2027 Model Paper · Office Assistanceship

EXAM	YEAR	TYPE	SUBJECT
AP Class 11	2027	Model Paper	Office Assistanceship

MODEL QUESTION PAPER
OFFICE ASSISTANTSHIP
I YEAR
PAPER-I: BUSINESS ORGANISATION (THEORY)

Time: 3 hrs **Marks: 50**

SECTION-A

Note: i) Answer all questions
ii) Each question carries two marks **10 x 2 = 20m**

1. Define Business
2. What is Trade
3. Define sole trading organization
4. Define Partnership
5. What is Joint stock company
6. What is Prospectus
7. What is co-operative society
8. What is E-Banking
9. Statutory company
10. What is warehousing

SECTION-B

Note: i) Answer all questions
ii) Each question carries six marks **5 x 6 = 30m**

1. What are different types of industries?
2. What are the advantages of sole trading concerns?
3. Explain the kinds of partners
4. What are the merits of Joint Stock Company?
5. What are the contents of memorandum of association?
6. Explain the characteristics of co-operative organizations
7. Explain the functions of Commercial banks
8. Explain the importance of Advertisement

MODEL QUESTION PAPER
OFFICE ASSISTANTSHIP
I YEAR
PAPER-II: OFFICE ACCOUNTANCY(THEORY)

Time: 3 hrs **Marks: 50**

SECTION-A

Note: i) Answer all questions
ii) Each question carries two marks **10 x 2 = 20m**

1. Define Accountancy
2. What is business entity concept
3. What is double entry system
4. What is Journal
5. What is Debit note
6. What is contra entry
7. Over draft meaning
8. Suspense account
9. Trading account
10. Write any two input devices

SECTION-B

Note:i) Answer all questions
ii) Each question carries six marks **5 x 6 = 30m**

1. What are the advantages of Double entry system
2. For the following transactions Prepare ledger of Mr Rama Krishna.

2017	Transactions	Rs
June 5	goods sold to Rama Krishna	25,000
June 8	cash received from Rama Krishna	12,500
June 9	purchased goods from Radha	10,000
June 15	goods sold to Rama Krishna	7,500
June 20	Rama Krishna accountant was settled with 10% discount	

3. Explain various types of subsidiary books.
4. From the following particulars prepare two column cash book as on 31.03.2017

2017	Particulars	Rs
April 1	Cash balance	22,000
April 1	Bank Balance	15,000
April 4	Deposited into Bank	22,000

April 8	Purchases	18,000
April 9	Sales	16,000
April 10	Cash deposited into bank	18,000

5. From the following particulars prepare Bank Reconciliation Statement as 31st December 2016.
   a. Bank balance as per Cash Book as on 31st December 2016 was Rs.15,000.
   b. Cheques issued but not presented amounted to Rs. 2,000.
   c. Cheques paid into bank, but not cleared for Rs. 2,800.
   d. Interest on investments collected by the bankers and credited in the pass book but not recorded in cash book Rs. 800.
   f. Bank charges Rs. 20 debited in pass book but not entered in cash book.
6. Explain different types of errors.
7. From the following Trial Balance of Mr. Raj, Prepare Trading, Profit & Loss a/c, & Balance Sheet as on 31.03.2017

Particulars	Rs	Particulars	Rs
Opening stock	20,000	Wages	10,000
Purchases	15,000	Furniture	20,000
Sales	90,000	Rent	15,000
Land	40,000	Sundry Expenses	10,000
Capital	50,000	Commission received	10,000
Debtors	20,000	Drawings	5,000
Salaries	5,000	Creditors	10,000

Adjustments:

1. Stock as on 31.03.2017: Rs. 20,000
2. Outstanding wages: Rs. 5,000
3. Prepaid Rent: Rs. 2,000

8. What are the advantages of computers

MODEL QUESTION PAPER
FOR 1ST YEAR OFFICE ASSISTANTSHIP COURSE
PAPER-III SHORTHAND (THEORY)

Time: 3 Hours **Marks: 50**

SECTION-A

Note: i) Answer all questions
ii) Each Question carries 2 Marks **10 x 2 = 20m**

1. Define consonant
2. Define Vowel
3. What is Triphone?
4. Explain about abbreviated 'W'
5. Explain about loop 'ST'
6. Explain about initial hooks R & L
7. Explain about Final hooks N & F/V
8. When Upward 'R' is written? Explain with examples?
9. Write Shorthand outlines for the following words:
   i) sweet ii) Post iii) Bright iv) Train
10. Write the following Phrases in Shorthand:
    i) Dear Sir ii) I will tell you iii) By-all-means iv) This-is

SECTION-B

Note:i) Answer any five Questions in the following
ii) Each question carries 6 Marks **5 x 6 = 30m**

1. Define Diphthong? How many diphthongs are there in Shorthand? What are they?
2. What is Phraseography? What are the good qualities of best Phraseogram?
3. Explain about Circle 'S' and 'Z'
4. Explain about large Circles (SW & SS)
5. Explain about 'SHUN' hook
6. Explain how the Circle or loop is written after final hooks?
7. Explain about Compound consonants?
8. Explain about the two forms of 'H'.