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FOR HARYANA CLASS 11 PREPARATION

HBSE Class 11 Sample Paper 2027 OSS English with Marking Scheme

EXAM	YEAR	TYPE	SUBJECT
Haryana Class 11	2027	Sample Paper	English

Class – XI

Subject : O.S.S. English

Session : 2026 – 27

Time : 2.30 Hours **Maximum Marks : 60**

Section – A

1. The Functions which are done by Senior Officers in an office are called…… 1 x 15

(i) Secretarial Function (ii) Administrative Function

(iii) Clerical Function (iv) None of these

2. There are…….types of Mail.

(i) 2 (ii) 4

(iii) 3 (iv) 5

3. How many Methods of typing ?

(i) 4 (ii) 3

(iii) 2 (iv) 6

4. How many types of Computer according to Technology ?

(i) 4 (ii) 3

(iii) 2 (iv) 7

5. How many long Vowels in Pitman Shorthand ?

(i) 5 (ii) 2

(iii) 3 (iv) 6

6. How many Horizontal Consonants in Pitman Short hand ?

(i) 5 (ii) 2

(iii) 3 (iv) 6

7. Index means ……..to be things .

8. The Consonants are devided in ……..Classes.

9. Key board in an …… device.

10. How many Methods of filing ?

11. How many types of Memory ?

12. What should be the length or size of the Consonant.

13. Full Form of ALU

14. Full Form of RAM

15. What is the First electronic Computer .

Section – B

Note: - Answer any 06 out of given 08 questions. (2 x 6)

16. What do you mean by Modern Office ? 2

17. What do you know about letter ? 2

18. What do you know about Mail ? 2

19. Describe the output device Monitor. 2

20. Why we use Computer ? 2

21. What do you mean by C.P.U. 2

22. What do you mean by Stenography ? 2

23. Define Vowel ? State the number of Vowels. 2

Section – C

Note: - Answer any 06 out of given 08 questions. (3 x 6)

24. Give Meaning and Importance of Mail. 3

25. Write down about official letter. 3

26. Describe out ward Mail. 3

27. Give Meaning and Characteristics of Computer. 3

28. Describe Touch Method of Typing. 3

29. Describe start of Computer by using window operating system. 3

30. How the Consonants are written Jointly ? Explain in detail. 3

31. Write down the Classification of Consonants ? 3

Section – D

Note: - Answer any 03 out of given 06 questions. (5 x 3)

32. Write down the meaning and types of Indexing ? 5
or
Write down the old and New method of Filing ?

33. Giving detail the Parts of C.P.U. 5
or
How many generation of Computer giving detail ?

34. What should be the qualities for becoming efficient Stenographer ? 5
or
How many kinds of Vowel in Pitman Shorthand giving detail ?

Class – 11th **Session 2026 – 27**

Marking Scheme

OFFICE SECRETARYSHIP AND STENOGRAPHY IN ENGLISH

Q. 1. The Functions which are done by Senior Officers in an Office are Called……..

Ans. Administrative Function.

Q. 2. How many types of Mail ?

Ans. 2

Q. 3. How many Method of typing ?

Ans. 2

Q. 4. How many types of Computer according to technology ?

Ans. 3

Q. 5. How many long Vowels in Pitman Shorthand ?

Ans. 6

Q. 6. How many Horizontal Consonants in Pitman Shorthand ?

Ans. 5

Q. 7. Index means ……to be thing.

Ans. Pointing

Q. 8. The Consonants are divided in ……. Classes.

Ans. 6

Q. 9. Keyboard is an ……..device.

Ans. Input

Q. 10. How many Method of Typing ?

Ans. 2

Q. 11. How many types of Memory ?

Ans. 2

Q. 12. What should be the length or size of the Consonant ?

Ans. 1/6 of an Inch

Q. 13. Full Form of ALU

Ans. Arithmetic Logic Unit

Q. 14. Full Form of RAM

Ans. Random Access Memory.

Q. 15. What is the First electronic Computer ?

Ans. ENIAC

Section – B

Question No. 16 to 23 of each 02 Marks

Q. 16. What do you mean by Modern Office ?

Ans. Office is a Place where all types of Clerical work is done. 1

All Types of work are handled by the Clerk. 1

Q. 17. What do you know about letter ?

Ans. A written, typed or Printed Communication addressed to a person or organization is called letter. 1

It sent in an envelope by Post or Messenger. 1

Q. 18. What do you know about Mail ?

Ans. All types of written documents received and sent is called Mail. 1

Mail is handled by Office Clerk. 1

Q. 19. Describe the Computer output device Monitor ?

Ans. Monitor like a Small T.V. set, on which we can see the text or graphics that Computers provide in response to the instruction we give. 1

Monitor is output device which display the result of process that are performed by CPU, 1

Q. 20. Why we use Computer ?

Ans. We use Computer for accuracy, speed, diligence, versatility and storage. 1

We use Computer for Entertainment, Communication, education, research etc. 1

Q. 21. What do you mean by C.P.U.

Ans. The Full Form of C.P.U. is Central Processing Unit. 1

It Process data to Convert it in to information, which is Meaningful to the user. 1

Q. 22. What do you mean by Stenography ?

Ans. Steno means sound and graphy means writing, thus writing according to sound is called Stenography. 1

In Stenography we writ more than English Language in Short time. 1

Q. 23. Define Vowel ? State the number of Vowel.

Ans. If the Mouth Passage is left so open as not to Cause stopping of breath in any part of the Mouth and voiced breath is sent through it, we have a vowel. 1

Twelve Vowels in Pitman shorthand, six long and six short. 1

Section – C

Question No. 24 to 31 of each 03 Marks

Q. 24. Give meaning and importance of Mail.

Ans. Meaning:- Every Office has send and receive Communication every day like letters, telegrams, Circulars, notification etc. are know as Mail. 1

Importance - With the help of letters our relatives, Friends, neighbors are connected. 1

The Mailing department of an office has to play an important role to maintain good relations with the other organization. 1

Q. 25. Write down about official letter ?

Ans. It is very important that your letter have the desired effect on the reader. In order to achive this they should be: - 1

(i) In the correct format ½

(ii) Short and to the Point ½

(iii) Relevant

(iv) Free of any grammatic or Spelling Mistakes. ½

(v) Polite, even if you are complaining. ½

(vi) Well presented.

Q. 26. Describe out ward Mail.

Ans. The written Communication which are dispatched from one office to another office is called out ward Mail. 1

It has pass through following operations before sending: -

(i) Recording ½

(ii) Enveloping and addressing ½

(iii) Affixing Postage stamps ½

(iv) Postage ½

Q. 27. Give meaning and Characteristics of Computer.

Ans. Computer is an electronic device which process data and give a meaningful result. 1

Characteristics: -

(i) High speed ½

(ii) Accuracy ½

(iii) Power of remembering ½

(iv) Quick decision ½

Q. 28. Describe Touch Method of Typing.

Ans. Type writing is done by without looking at the keyboard and pressing them with the help of all the fingers of both hand. 1

In the touch Method eyes are put on the typing matter and not on the keys of Keyboard. 1

This Method was introduced by Charles MC Gurrin of U.S.A and is the most popular method adopted throughout the world by typists, Stenographers, Authors, Journalists etc. 1

Q. 29. Describe Start of Computer by using window operating system.

Ans. There is a Start button C.P.U. Cabinet, To Start Computer press this button. 1

Computer loads necessary files in RAM to proper function of Computer device. 1

After Complete starting process, there is a screen shows on Monitor, which is called desktop. 1

Q. 30. How to Consonant are written jointly ? Explain in detail.

Ans. Two or More Consonant can join without lifting pen or pencil. 1

If the Ist Consonant of any outline is downward, or upward that will be written on the line. 1

If the Ist Consonant of any outline is Horizontal and IInd is downward, the second Consonant will be written on the line. 1

Q. 31. Write down the Classification of the Consonants ?

Ans. Consonants are divided in six Classses:-

(i) Explodent - P, B, T, D, CH, J, K, G ½

(ii) Continuants - F, V, ith, The, S, Z, SH, ZH ½

(iii) Liquids - M, N,, ING ½

(iv) Nasals - N & R ½

(v) Coalescents - W & Y ½

(vi) Aspirate - H (upward, Downward) ½

Section – D

Question No. 32 to 34 of each 05 Marks

Q. 32. Write down the meaning and types of Indexing ?

Ans. Meaning – Index means pointing to be thing. 1

Index is prepared to facilitate the location of various record. 1.5

Types of Indexing:-

(i) Book Index ½

(ii) Vowel Index ½

(iii) Loose leaf book ½

(iv) Card Index ½

(v) Cross Reference ½

Or

Q. Write down the old and new Method of filing ?

Ans. Old Method:-

(i) Wire or Hook file →The file is made of a thin wire. ½

(ii) Card board file → It is made of a thick Cardboard. ½

(iii) Pigeon hole file →In this Method a filing cabinate containing 24 square boxes. ½

(iv) Press copy book file →All letters which are sent out are copied in a book marked for the purpose. ½

New Method:-

(i) Flat files → It is made of a thick paper. ½

(ii) Arch lever file → It is made of very thick Card board operated by a lever. ½

(iii) Folders →These are made of strong folded sheet. ½

(iv) Guide Card → It is devide the drawers in to suitable sections. ½

(v) Absent Card → Whenever a folder is taken out from the Cabinet a Card. Which is known as absent Card. ½

(vi) Cabinet → It is specifically designed and used for keeping the folders. ½

Q. 33. Giving detail the Parts of C.P.U.

Ans. It Processes data to convert it in to information.

Parts of C.P.U.:-

(i) Control unit → It Controls as Manages all the operation of the C.P.U. 1

(ii) A.L.U. → Other aurthmatic unit are perform by this unit. 1

(iii) Memory → There are two types of Memory. 1

Main Memory → Main Memory is devided in to two parts

(A) ROM – It is temporary Memory of the Computer. ½

(B) RAM – It is Permanent Memory of the Computer. ½

Secondary Memory → Floppy disk and hard disk is secondary memory of the Computer. 1

Or

Q. How many generation of Computer giving detail ?

Ans. There are mainly five generation of Computer such as:-

(i) First Generation →In this generation vacuum tubes are used. 1

(ii) Second Generation → In this type of Computer transistor are used. 1

(iii) Third Generation → In this generation integrated circuit is used. 1

(iv) Fourth Generation → In this type Macro processor technology is used. 1

(v) Fifth Generation → It has large memory Capacity and much fast from other Computers. 1

Q. 34. What should be the qualities for becoming efficient Stenographer ?

Ans. These are the best qualities for a stenographer:-

1. Possess good speed and accuracy in Shorthand and typewriting. 1

2. Have a good Vocabulary of English Language. 1

3. Be able to take down notes in shorthand of any kind without any fear. 1

4. Be Clean, neat in appearance and pleasant in Manners. 1

5. Be able to polite and Co-operative with others. 1

or

Q. How many kinds of vowel in Pitman shorthand giving detail ?

Ans. Two kinds of Vowel in Pitman Shorthand. 1

1. Long vowel → Ah, a, e, aw, O, OO.

   First three vowels → Ah, a, e are represented by heavy dot.

   Next three long Vowels → aw, o, oo are represented by heavy desh. 2

2. Short Vowels → a, e, i, o, u, oo

   First Three Short Vowels → a, e, i are represented by light dot.

   Next three short vowels → o, u, oo are represented by light desh. 2