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HBSE MODEL PAPER 2024



Practice Papers

MODEL PAPERS

Marking Scheme

ANSWER KEY

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Marking Scheme

Class – 11th **OSS (English)** **Session – 2023-24**

1. ……. is a Place where Clerical work is done.
   Ans. Office
2. There are …….. methods of filing.
   Ans. 2
3. How many main parts of Computer?
   Ans. 4
4. How many types of Memory?
   Ans. 2
5. How many Consonant in pitman Shorthand?
   Ans. 26
6. How many types of vowel in pitman Shorthand?
   Ans. 2
7. How many types of mail?
   Ans. Two
8. Who is the father of the Computer?
   Ans. Charles Babbage
9. Who is the writer of pitman Shorthand?
   Ans. Isaac Pitman
10. Index means …… to be done.
    Ans. Things
11. Computer is an …… device.
    Ans. Electronics
12. Stroke when joined must be written without ……. The pen/pencil.
    Ans. Lifting
13. Full form of P.A.
    Ans. Personal Assistant
14. Full form of C.P.U.
    Ans. Central Processing Unit
15. What should be the length or size of the consonant?
    Ans. 1/6 of an inch.

Section – B

Q.no 16 to 21 of each 2 marks.

16. What do you mean by filing?

Ans. To arrange the document is systematical order. -1

File is handled by clerk. -1

17. What do you know about mail?

Ans. All types of written document received and sent is called mail. -1

Mail is handled by office clerk. -1

18. Write down the importance of Computer?

Ans. Computer is an essential part of human life. -1

In all field the work is done by computer. -1

19. Define the input device key board?

Ans. Key board is an input device. -1

All types of instruction and data entry done by key board. -1

20. What do you mean by Vowel?

Ans. Vowel is very important part of shorthand. -1

Any word can not complete with out vowel. -1

21. Define uses of computer.

Ans. There are many places where computer is used such as in school , colleges for education. -1

In banks, post office and other offices for account work. -1

Section – C

Q.no. 22to 27 is of 3 marks. 3x6=18

22. Write down the importance and function of modern office?

Ans. Importance – Offices an essential part of any organization. All types of activities controlled from office. -1

Function – There are two types of function of office.

1 Administrative function -1

2 Clerical function -1

23. Write down meaning features of good letter?

Ans. Meaning – Letter is a mean to send information to another person. -1

Features – Letter should be clear and write in easy language. -1

The address of receiver should write clean. -1

24. Define CPU.

Ans. CPU is short form of central processing unit. -1

It is called brain of computer. -1

It control all activities of computer. -1

25. Describe following Desktop icons – My computer, Recycle bin.

Ans. My computer – My computer is an icon on desktop. All types of files stored in my computer icon. -1

Recycle bin – recycle bin is used to store deleted files and folders. -1

All deleted file or folder can restore from recycle bin. -1

26. How the consonant are written jointly? Explain in detail.

Ans. Two or more consonant can join without lifting pen or pencil. -1

The next stroke will start where provision stroke end. -1

The direction of stroke not change. -1

27. Write down the classification of consonant?

Ans. Consonants are divided in six classes –

1 Explodents ½

2 Continuants ½

3 Liquids ½

4 Nasals ½

5 Coalescents ½

6 Aspirate ½

Section – D

Q.no 28 to 32 attempt any three from 5 questions. 5x3=15

28. What should be the qualities for becoming an efficient stenographer?

Ans. Qualities of stenographer –

1 Stenographer should have good education. -1

2 He should perfect in typing. -1

3 All types of office work as filing, mailing duplicating should be close by him. -1

4 Hard working and time management in the prime key to become a stenographer. -1

5 he should faithful to his employer. -1

29. Explain the mailing room equipment.

Ans. There are so many equipment used in the mailing room such as –

1 Letter opening machine -1

2 Different kinds of envelope sealer machine. -1

3 Stapler -1

4 Franking machine -1

5 Date and time impression machine. -1

30. How many gemneration of computer, giving details?

Ans. There are mainly five generation of computer such as –

1 First generation – In this generation vaccum tubes are used -1

2 second generation – In this type of computer transistor are used. -1

3 Third generation – In this generation integrated circuit is used. -1

4 Fourth generation – In this type macro processor technology is used. 1

5 Fifth generation – It has large memory capacity and much fast from other computers. -1

31. Give meaning, importance, scope and use of computer.

Ans. Meaning – Computer is an electronic device which accept data, process it and give the meaningful result as per the instruction. 2

Importance – Computer is used in each field of human activities. It play an important role in all fields. 1

Scope – Every person should learn to operate the computer. Nowadays mobile has the same feature of computer. 1

Uses - There is no field where computer not used. In each field it has its presence. 1

32. Write meaning and importance of shorthand?

Ans. Meaning – The art of representing spoken sounds by character is no system of shorthand. 2

Shorthand occur from short + hand which means to write in present form. 1

Importance – English can be written rationally and read easily with pitmanic alphabets. In other words we can say that shorthand is the simple way to learn English. 2