

प्रश्न-पत्र बोर्ड द्वारा निर्धारित पुस्तकों से ही सैट किया जाएगा। कृपया अध्यापकगण बोर्ड द्वारा निर्धारित पुस्तकें ही पढ़ाएँ।

DESIGN

QUESTION PAPER

Subject	:	OSS(English)	
Paper	:	1st Semester	Annual or Supplementary
Class	:	12th	Year 2014-15
Time	:	2½ Hrs.	
Marks	:	60	

1. Weightage to Objectives:

Objective	K	U	A	Total
Percentage of marks	42	33	25	100
Marks	25	20	15	60

2. Weightage to Form of Questions:

Forms of Questions	E	SA	VSA/O	O	Total
No. of Questions	2	5	6	12	25
Marks Allotted	16	20	12	12	60
Estimated Time	60	45	25	15	145

3. Weightage to Content:

	<u>Units/Sub-Units</u>	<u>Marks</u>
1.	Meaning, Importance and Use of Office Stationary, Stock Register Meaning and importance, of meeting, Short Note on- Notice, Agenda, Quorum and proxy	25
2.	Short-hand Consonants and vowels, upward and down ward R and H , Diphthong , Phraseography qualities of good phrase.	20
3.	Parts of Computer and accessories as paint brush, calculator, Note-pad, calendar, ward pad and entertainment	15

Total **60**

4. Scheme of Sections : X X X X
5. Scheme of Options : Option of Internal Choice in essay type questions
6. Difficulty level : Difficult : 10 % marks
Average : 50 % marks
Easy : 40 % marks

Abbreviations: K (Knowledge), U (Understanding), A (Application), E (Essay Type), SA(Short Answer Type), VSA (Very Short Answer Type), O (Objective Type)