

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

## **DESIGN**

### **QUESTION PAPER**

<b>Subject</b>	:	<b>OSS(English)</b>	
<b>Paper</b>	:	<b>2nd Semester</b>	<b>Annual or Supplementary</b>
<b>Class</b>	:	<b>12<sup>th</sup></b>	<b>Year 2014-15</b>
<b>Time</b>	:	<b>2½ Hrs.</b>	
<b>Marks</b>	:	<b>60</b>	

#### **1. Weightage to Objectives:**

Objective	<b>K</b>	<b>U</b>	<b>A</b>	<b>Total</b>
Percentage of marks	40	33	27	100
Marks	25	20	15	60

#### **2. Weightage to Form of Questions:**

Forms of Questions	<b>E</b>	<b>SA</b>	<b>VSA</b>	<b>O</b>	<b>Total</b>
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:**

	<b><u>Units/Sub-Units</u></b>	<b><u>Marks</u></b>
1.	Short Note on Telephone Directory , post office Guide Book, Railway Time table , CC T.V. Meaning , Function Quality & Qualification of secretary/LA/ Stenographer	25
2.	Circle, S& Z, Stroke S&Z Large Circle, SS SZ&SW, ST and STR loop used in English Shorthand	20
3.	Start MS-Ward & Create any document and Apply the different command as file Menu, Edit Menu, Format Menu , Insert Menu, Use of mail message Commends.	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)