

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	:	Annual or Supplementary	
Class	:	12 th	Year 2017-18
Time	:	3 Hrs.	
Marks	:	60	

1. Weightage to Objectives:

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

2. Weightage to Form of Questions:

	E	SA	VSA	O	Total
Forms of Questions					
No. of Questions	3	4	5	12	24
Marks Allotted	18	20	10	12	60
Estimated Time	70	60	30	20	180

3. Weightage to Content:

	<u>Units/Sub-Units</u>	<u>Marks</u>
1. Meaning, Importance and use of office stationary stock register, meaning & importance of meeting, short note on – Notice, Agenda, Quarum, Proxy, Telephonic Directory, Post office guide, Railway time table, CCTV, Meaning and function of Secretary/PA/Stenographer, Quality & Qualification of Secretary/PA/ Stenographer.		25
2. Consonants & Vowels use in Eng. Short-hand Upward & Down ward form of R & H. Use of Depthongs, meaning & importance of Phraseography, good phrase use of circle S and Z, Stroke S and Z. Large circle SS, SW, SZ, and ST and STR Loop.		20
3. Parts of Computer and access arise as paint brush, calculator, Notepad, calendar, notepad, word pad and entertainment. Start-MS word & create any document and apply the different command as file menu, edit menu, Format menu, Insert Menu and use of macros in mail merge.		15
Total		60

4. Scheme of Sections	:	X X X X	
5. Scheme of Options	:	Internal Choice in long answer question i.e. essay type in two questions.	
6. Difficulty level	:	Difficult : <u>10</u> % marks	
		Average : <u>50</u> % marks	
		Easy : <u>40</u> % marks	

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