

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

DESIGN **QUESTION PAPER**

Subject	:	OSS(English)	
Paper	:	2nd Semester	Annual or Supplementary
Class	:	12th	Year 2012-13
Time	:	2½ Hrs.	
Marks	:	60	

1. Weightage to Objectives:

Objective	K	U	A	S	Total
Percentage of marks	40	33	27	-	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	48	24	18	150

3. Weightage to Content:

	<u>Units/Sub-Units</u>	<u>Marks</u>
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
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
	Total	60

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