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

UUESTION PAPER         Subject       :       OSS(English)         Paper       :       1 <sup>st</sup> Semester       Annual or Supplementary         Class       :       12 <sup>st</sup> Year       2012-13         Time       :       2½ Hrs.       Year       2012-13         Marks       :       60       Total       State         Objective       K       U       A       S       Total         Percentage of marks       40       33       27       -       100         Marks       25       20       15       -       60         Percentage of marks       40       33       27       -       100         Marks       25       20       15       -       60         No. of Questions       E       SA       VSA/O       O       Total         No. of Questions       2       5       6       12       25         Marks Allotted       16       20       12       12       60         J.       Meaning, Importance and Use of Office       25       Stationary, Stock Register Meaning and importance, of meeting, Short Note on- Notice, Agenda, Quorum and proxy       15       Stationary, ward pad and entertainment	DESIGN								
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Abbreviations: K (Knowledge), U (Understanding), A (Application), S (Skill), E (Essay Type), SA(Short Answer Type), VSA (Very Short Answer Type), O (Objective Type)