

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	:	1st 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.	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
6.		
7.		
8.		
9.		
10.		
11.		
12.		
	Total	60
4.	Scheme of Sections : <u> X X X X </u>	
5.	Scheme of Options : Option of Internal Choice in easy type 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)