

**OFFICE PROCEDURES AND PRACTICES (ENGLISH) 604
2018-19**

CLASS XII

TIME: 3 HOURS

Max. Marks: 60

BLUEPRINT OF SAMPLE QUESTION PAPER

UNIT NO.	UNIT NAME	SECTION -A			SECTION -B	TOTAL
		MCQ / FILL IN THE BLANKS/ DIRECT QUESTIONS	VERY SHORT ANSWER QUESTION	SHORT ANSWER QUESTIONS	LONG/ ESSAY TYPE QUESTION	
		1 MARK EACH	2 MARKS EACH	3 MARKS EACH	5MARKS EACH	
I	Introduction to Secretarial Practice	2	1	1	1	5
II	Handling The Mail	2	-	1	1	4
III	Filing And Indexing	2	1	1	2	6
IV	Arranging Meetings	2	-	1	1	4
V	Travel Arrangements	2	2	1	1	6
VI	Banking Services	2	3	2	1	8
TOTAL QUESTIONS		12	7	7	7	33
NO. OF QUESTIONS TO BE ATTEMPTED BY A CANDIDATE		Any 10	Any 5	Any 5	Any 5	25
TOTAL MARKS		10x1 = 10	5 x 2 = 10	5 x 3 = 15	5x 5 = 25	60 MARKS

1. This question paper contains 33 questions out of which the candidate needs to attempt only 25 questions.

2. Question paper will be divided into two sections:

(i) **SECTION A:**

- **Multiple Choice Questions/Fill in the blanks/Direct questions:** There will be 12 questions of 1 mark each. A candidate needs to attempt any 10 questions (**Marks10 x 1 = 10**).
- **Very short answer type questions:** There will be 7 questions of 2 marks each. A candidate needs to attempt any 5 questions. (**Marks5 x 2 = 10**).
- **Short answer type questions:** There will be 7 questions of 3 marks each. A candidate needs to attempt any 5 questions (**Marks5 x 3 = 15**).

(ii) **SECTION B:**

Long answer/ Essay type questions: There will be 7 questions of 5 marks each. Students need to attempt any 5 questions (**Marks 5 x 5 = 25**).

