

# CBSE | DEPARTMENT OF SKILL EDUCATION

## OFFICE PROCEDURE & PRACTICE (SUBJECT CODE 824)

CLASS XI (SESSION 2021-2022)  
BLUE-PRINT FOR SAMPLE QUESTION PAPER FOR TERM -II

Max. Time Allowed: 1½ Hours (90 min)

Max. Marks: 30

### PART A - EMPLOYABILITY SKILLS (05 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS - VSA (1 MARK EACH)	NO. OF QUESTIONS - SA (2 MARKS EACH)	NO. OF QUESTIONS - LA (4 MARKS EACH)	TOTAL NUMBER OF QUESTIONS
4	Entrepreneurial Skills-IV	2	1	-	3
5	Green Skills-IV	2	1	-	3
<b>TOTAL QUESTIONS</b>		<b>4</b>	<b>2</b>	<b>-</b>	<b>06</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>Any 3</b>	<b>Any 1</b>	<b>-</b>	<b>04</b>
<b>TOTAL MARKS</b>		<b>3 x 1 = 3 Marks</b>	<b>1 x 2 = 2 Marks</b>	<b>-</b>	<b>05 Marks</b>

### PART B - SUBJECT SPECIFIC SKILLS (25 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS - VSA (1 MARK EACH)	NO. OF QUESTIONS - SA - I (2 MARKS EACH)	NO. OF QUESTIONS - SA - II (3 MARKS EACH)	NO. OF QUESTIONS - LA (4 MARKS EACH)	TOTAL NUMBER OF QUESTIONS
IV	Communication	2	1	1	1	05
V	Office machines	2	2	1	1	06
VI	Correspondence – business and government	3	2	2	1	08
<b>TOTAL QUESTIONS</b>		<b>07</b>	<b>05</b>	<b>04</b>	<b>03</b>	<b>19</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>05</b>	<b>03</b>	<b>02</b>	<b>02</b>	<b>12</b>
<b>TOTAL</b>		<b>5 x 1 = 05</b>	<b>3 x 2 = 06</b>	<b>2 x 3 = 06</b>	<b>2 x 4 = 08</b>	<b>25</b>
<b>TOTAL MARKS</b>		<b>5 + 25 = 30 MARKS</b>				

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### CLASS XI (SESSION 2021-2022) SAMPLE QUESTION PAPER FOR TERM - II

Max. Time Allowed: 1 ½ Hours (90 min)

Max. Marks: 30

#### General Instructions:

1. Please read the instructions carefully
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
  - a) Questions numbers 1 to 4 are one mark questions. Attempt any three questions.
  - b) Questions numbers 05 and 06 are two marks questions. Attempt any one question.
4. Section B is of 17 marks and has 16 questions on Subject specific Skills.
  - a) Questions numbers 7 to 13 are one mark questions. Attempt any five questions.
  - b) Questions numbers 14 to 18 are two marks questions. Attempt any three questions.
5. Section C is of 08 marks and has 03 competency-based questions.  
Questions numbers 19 to 21 are four marks questions. Attempt any two questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.

#### SECTION A

(3 + 2 = 5 marks)

Answer any 03 questions out of the given 04 questions		1 x 3 = 3
Q.1	Who is an entrepreneur? उद्यमी कौन होता है ?	1
Q.2	What are the types of business activities? व्यावसायिक गतिविधियों के प्रकार क्या है ?	1
Q.3	What are green skills? हरित कौशल क्या है ?	1
Q.4	What are the two key points on which green economy is based? वे दो बिंदु कौन से हैं जिन पर हरित अर्थव्यवस्था आधारित है ?	1
Answer any 01 question out of the given 02 questions		2 x 1 = 2
Q.5	What are the factors affecting entrepreneurship growth? उद्यमिता वृद्धि को प्रभावित करने वाले कारक क्या हैं ?	2
Q.6	What do you understand by the term green job? ग्रीन जॉब शब्द से आप क्या समझते हैं ?	2

**SECTION B****(5 + 6 + 6 = 17 marks)**

<b>Answer any 05 questions out of the given 07 questions</b>		<b>1 x 5 = 5</b>
<b>Q.7</b>	What is oral communication? मौखिक संप्रेषण क्या होता है ?	<b>1</b>
<b>Q.8</b>	Mention two mediums of written communication. लिखित संप्रेषण के दो माध्यम बताइए ।	<b>1</b>
<b>Q.9</b>	What is office machines? कार्यालय मशीन क्या होती है ?	<b>1</b>
<b>Q.10</b>	State two advantages of using office machines. कार्यालय मशीन प्रयोग करने के दो लाभ बताइए ।	<b>1</b>
<b>Q.11</b>	What is business correspondence? व्यावसायिक पत्राचार क्या होता है ?	<b>1</b>
<b>Q.12</b>	What is meant by semi government letter? अर्ध सरकारी पत्र से क्या अभिप्राय है ?	<b>1</b>
<b>Q.13</b>	Why are adjustment letters written? समायोजन पत्र क्यों लिखे जाते हैं ?	<b>1</b>
<b>Answer any 03 questions out of the given 05 questions</b>		<b>2 x 3 = 6</b>
<b>Q.14</b>	Explain two mediums of non-verbal communication. गैर मौखिक संप्रेषण के दो माध्यम स्पष्ट कीजिए ।	<b>2</b>
<b>Q.15</b>	Explain the working method of letter opening machine. पत्र खोलने की मशीन की कार्यविधि लिखिए ।	<b>2</b>
<b>Q.16</b>	Explain two disadvantages of using office machines. कार्यालय मशीन प्रयोग करने की दो हानियां की बताइए ।	<b>2</b>
<b>Q.17</b>	Describe any two parts of business correspondence. व्यावसायिक पत्राचार के किन्हीं दो अंगों का वर्णन कीजिए ।	<b>2</b>
<b>Q.18</b>	What are the things to keep in mind while writing a biodata? 'जीवन परिचय' लिखते समय किन किन बातों का ध्यान रखना चाहिए ?	<b>2</b>
<b>Answer any 02 questions out of the given 04 questions</b>		<b>3 x 2 = 6</b>
<b>Q.19</b>	What are the main elements of communication? Explain. संचार के मुख्य तत्व कौन कौन से हैं ? स्पष्ट कीजिए ।	<b>3</b>
<b>Q.20</b>	Explain the usefulness of biometric machine in the office. कार्यालयों में बायोमैट्रिक मशीन की उपयोगिता बताइए ।	<b>3</b>
<b>Q.21</b>	Explain by making the format of government letters. सरकारी पत्र का प्रारूप बनाकर समझाइए ।	<b>3</b>
<b>Q.22</b>	What are office order? Explain with example. कार्यालय आदेश क्या होता है ? उदाहरण सहित समझाइए ।	<b>3</b>

**SECTION C****(2 x 4 = 8 marks)****(COMPETENCY BASED QUESTIONS)**

<b>Answer any 02 questions out of the given 03 questions</b>		
<b>Q.23</b>	Communication plays an important role in the business organization, what are the barriers that arise while communicating in the organization? व्यावसायिक संस्था में संचार एक महत्वपूर्ण स्थान रखता है, संस्था में संचार करते समय कौन कौन सी बाधाएं उत्पन्न होती हैं, स्पष्ट कीजिए ।	<b>4</b>
<b>Q.24</b>	Machines are used in some form of the other in every office. What should be kept in mind while choosing the machine for the office? प्रत्येक कार्यालय में मशीनों का प्रयोग किसी न किसी रूप में किया जाता है । कार्यालय के लिए मशीन का चुनाव करते समय किन किन बातों का ध्यान रखना चाहिए ?	<b>4</b>
<b>Q.25</b>	Nowadays every person is wandering in search of livelihood, consider yourself an applicant, prepare a biodata for the post of computer operator. आजकल प्रत्येक व्यक्ति आजीविका की तलाश में भटक रहा है । अपने आप को आवेदक मानते हुए 'कंप्यूटर ऑपरेटर' पद के लिए एक जीवन वृत्त तैयार कीजिए ।	<b>4</b>