

CBSE | DEPARTMENT OF SKILL EDUCATION

OFFICE PROCEDURE & PRACTICE (SUBJECT CODE 824)

CLASS XII (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
TOTAL QUESTIONS		4	2	-	06
NO. OF QUESTIONS TO BE ANSWERED		Any 3	Any 1	-	04
TOTAL MARKS		3 x 1 = 3 Marks	1 x 2 = 2 Marks	-	05 Marks

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
4	Arranging Meetings	3	1	2	1	07
5	Travel Arrangement	2	2	1	1	06
6	Banking Services	2	2	1	1	06
TOTAL QUESTIONS		07	05	04	03	19
NO. OF QUESTIONS TO BE ANSWERED		05	03	02	02	12
TOTAL		5 x 1 = 05	3 x 2 = 06	2 x 3 = 06	2 x 4 = 08	25
TOTAL MARKS		5 + 25 = 30 MARKS				

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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.
 - c) Questions numbers 19 to 22 are three marks questions. Attempt any two questions
5. Section C is of 08 marks and has 03 competency-based questions.
 - a) Questions numbers 23 to 25 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	Define green economy. ग्रीन अर्थव्यवस्था को समझाइए ?	1
Q.2	Define green skills. ग्रीन कौशल को समझाइए ?	1
Q.3	What is entrepreneurship development? उद्यमिता विकास क्या है ?	1
Q.4	How will you define entrepreneurship? आप उद्यमिता को कैसे समझाएंगे ?	1
Answer any 01 question out of the given 02 questions		1 x 2 = 2
Q.5	Mention three ways which make entrepreneurship beneficial for society. समाज के लिए लाभदायक उद्यमिता के तीन तरीके बताइए ।	2
Q.6	What are the aims of green economy? ग्रीन अर्थव्यवस्था का उद्देश्य क्या है ?	2

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

Answer any 05 questions out of the given 07 questions		1 x 5 = 5
Q.7	What is meeting? बैठक किसे कहते हैं ?	1
Q.8	What is notice? सूचना क्या होती है ?	1
Q.9	What is resolution? संकल्प किसे कहते हैं ?	1
Q.10	What do you understand by road travel ? सड़क यात्रा से क्या अभिप्राय है ?	1
Q.11	What is e-ticket? ई-टिकट क्या होती है ?	1
Q.12	What is bank facility? बैंक सुविधा क्या होती है ?	1
Q.13	What is current account ? चालू खाता क्या होता है ?	1
Answer any 03 questions out of the given 05 questions		2 x 3 = 6
Q.14	How many types of meetings are there? Explain any two types of meetings. बैठक कितने प्रकार की होती है ? इसके कोई दो प्रकार विवरण सहित बताइए ।	2
Q.15	What is foreign trip? Explain any two necessary documents for it. विदेश यात्रा क्या होती है ? इसके लिए आवश्यक कोई दो दस्तावेज विवरण सहित बताइए ।	2
Q.16	Explain the process of railway ticket reservation. रेलवे टिकट रिजर्वेशन की प्रक्रिया बताइए ।	2
Q.17	What are the two differences between savings account and current account? बचत खाता और चालू खाता में कोई दो अंतर स्पष्ट कीजिए ।	2
Q.18	What is cross cheque? Explain by drawing a cross cheque. रेखांकित चैक क्या होता है ? चित्र बनाकर व्याख्या कीजिए ।	2
Answer any 02 questions out of the given 04 questions		3 x 2 = 6
Q.19	Explain any three differences between motion and resolution. प्रस्ताव और संकल्प में कोई तीन अंतर स्पष्ट कीजिए ।	3
Q.20	What work has to be done by a secretary during a meeting? Explain. एक सचिव को बैठक के दौरान कौन कौन से कार्य करने होते हैं, स्पष्ट कीजिए ।	3
Q.21	What arrangements have to be made by a secretary for the foreign travel of his officer? Explain. एक सचिव को अपने अधिकारी की विदेश यात्रा के लिए कौन कौन से प्रबंध करने होते हैं, स्पष्ट कीजिए ।	3
Q.22	What is cheque book? Explain any two types of cheques. चैक बुक किसे कहते हैं ? चैक के कोई दो प्रकार विवरण सहित बताइए ।	3

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

Answer any 02 questions out of the given 03 questions	
Q.23	Meetings are organized from time to time in each organization. Prepare notice and agenda for an organization based on a fictional character. प्रत्येक संस्था में समय समय पर बैठक का आयोजन होता है। काल्पनिक पात्रों के आधार पर एक संस्था के लिए सूचना तथा कार्यसूची तैयार कीजिए ।
Q.24	A secretary has to go outside the organization with the officer for the meeting. So how will a secretary make hotel reservation for this? सचिव को बैठक के लिए संस्था से बाहर अधिकारी के साथ जाना होता है इसके लिए एक सचिव होटल आरक्षण किस प्रकार करेंगे, स्पष्ट कीजिए ।

Q.25	<p>Nowadays bank facilities have become the need of every person, write the working method of any two of the following facilities.</p> <ul style="list-style-type: none">(i) ATM Machine(ii) Bank lockers(iii) Fixed deposit(iv) Bank draft <p>आजकल बैंक सुविधाएं हर व्यक्ति की जरूरत बन गई हैं । निम्न सुविधाओं में से किन्हीं दो की कार्यविधि लिखिए :</p> <ul style="list-style-type: none">(i) ए.टी.एम. मशीन(ii) बैंक लॉकर्स(iii) मियादी जमा(iv) बैंक ड्राफ्ट	4
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