Α

Question Booklet Alpha Code



Question Bo	oklet SI. No.

Total Number of Questions: 100 Time: 90 Minutes

Maximum Marks: 100

INSTRUCTIONS TO CANDIDATES

- 1. The Question Paper will be given in the form of a Question Booklet. There will be four versions of Question Booklets with Question Booklet Alpha Code viz. **A, B, C & D**.
- 2. The Question Booklet Alpha Code will be printed on the top left margin of the facing sheet of the Question Booklet.
- 3. The Question Booklet Alpha Code allotted to you will be noted in your seating position in the Examination Hall.
- 4. If you get a Question Booklet where the alpha code does not match to the allotted alpha code in the seating position, please draw the attention of the Invigilator IMMEDIATELY.
- 5. The Question Booklet Serial Number is printed on the top right margin of the facing sheet. If your Question Booklet is un-numbered, please get it replaced by new Question Booklet with same alpha code.
- 6. The Question Booklet will be sealed at the middle of the right margin. Candidate should not open the Question Booklet, until the indication is given to start answering.
- 7. Immediately after the commencement of the examination, the candidate should check that the Question Booklet supplied to him/her contains all the 100 questions in serial order. The Question Booklet does not have unprinted or torn or missing pages and if so he/she should bring it to the notice of the Invigilator and get it replaced by a complete booklet with same alpha code. This is most important.
- 8. A blank sheet of paper is attached to the Question Booklet. This may be used for rough work.
- 9. Please read carefully all the instructions on the reverse of the Answer Sheet before marking your answers.
- 10. Each question is provided with four choices (A), (B), (C) and (D) having one correct answer. Choose the correct answer and darken the bubble corresponding to the question number using Blue or Black Ball Point Pen in the OMR Answer Sheet.
- 11. Each correct answer carries 1 mark and for each wrong answer 1/3 mark will be deducted. No negative mark for unattended questions.
- 12. No candidate will be allowed to leave the examination hall till the end of the session and without handing over his/her Answer Sheet to the Invigilator. Candidates should ensure that the Invigilator has verified all the entries in the Register Number Coding Sheet and that the Invigilator has affixed his/her signature in the space provided.
- 13. Strict compliance of instructions is essential. Any malpractice or attempt to commit any kind of malpractice in the Examination will result in the disqualification of the candidate.



A -2-

1.	Which among the following determines the i. The first vowel sound in every word ii. The first word form in the phraseogram iii. Any first position word form in the phrase A) Only i C) Only iii	
2.	Which of the statements are true regarding i. 'R' is written upward or downward ii. "Chay" is written downward iii. "K" is written vertically iv. "Shl" is written downward A) i, ii and iii	B) i, ii and iv
3.	C) iii and iv Which among the following statements are strokes? i. A small initial hook to straight strokes in ii. A small hook inside curves initially adds iii. A large initial hook to straight strokes are iv. The stroke "R" is always hooked for "L" A) ii, iii and iv C) i and ii	n left motion adds "R" s "L"
4.	Intervening dot vowel between an initial ho i. A left semicircle ii. A right semicircle iii. A small circle iv. Striking the vowel through the stroke A) Only i C) Only iii	ok and a stroke is represented using B) iii and iv D) Only ii
5.	N hook is used in phraseography for i. Been ii. Than iii. On iv. Own A) i and iii C) i, iii and iv	B) i, ii and iii D) All the above

6.	After the forms of LK and LG, Shu i. Left motion ii. Right motion iii. Shun hook cannot be written iv. Opposite to last vowel sound A) Only iv	B) Only i
7.	C) Only iii In which of the following words a s i. Sum ii. Zero iii. Saucer iv. Busy A) i and ii	B) ii, iii and iv
	C) iii and iv	D) ii and iv
8.	In which of the following downward i. Nicely ii. Cancel iii. Lesson iv. Muscle A) i and iii C) i, iii and iv	d L is used ? B) i, ii and iii D) All the above
9.	STR Loop is not written i. Initially ii. Medially iii. When a strong vowel occurs be A) Only i C) Only iii	etween ST & R B) Only ii D) i and iii
10.	Which among the following is/are i. WH ii. WHL iii. FR iv. RR A) Only iii C) i, ii and iv	not a Compound Consonant ? B) iii and iv D) i and ii

11.	Doubling Principle is not employed when i. A vowel follows final tr/dr ii. Lightly sounded "Thr" iii. Straight strokes with a final hook iv. Horizontal curved strokes A) iii and iv C) i, ii and iii	,	i and ii Only i
12.	A "ST" loop is employed i. Upto half the length of a stroke ii. At the beginning of a stroke iii. Medially and finally iv. When followed by circle S or Z A) i, ii and iii	,	i, iii and iv
	C) i and iii	,	Only iii
13.	Which of the statements are true with resp i. They are 12 in number ii. Classified as long and short vowels iii. Represented by a dot or a dash iv. Written in three places of a stroke A) Only i C) ii, iii and iv	B)	ii and iii All the above
14.	A large circle in phraseography may repres i. Next ii. As we iii. As well iv. This is A) ii and iii C) i, ii and iii	B)	Only i ii, iii and iv
15.	Which among the following are prefixes? i. Self ii. Ing iii. Intro iv. Ment A) i and ii	В)	i, ii and iii
	C) i and iii	,	All the above

16.	Identify words with a diphone in it. i. Ideal ii. Towel iii. Bowl iv. Layer A) Only ii C) i and iv	B) i, iii and iv D) All the above
17.	Find out the strokes which when standing of t or d unless they are hooked initially or i. MP/MB ii. K iii. W iv. NG A) i and iv	finally. B) ii and iv
18.	C) i, iii and iv Pick out the words where upward R is to be i. Earth ii. Arab iii. Urgent iv. Rumour A) i and iii C) i, iii and iv	D) None of the above e employed. B) i, ii and iii D) All the above
19.	Doubling principle is employed in phraseog i. Their ii. Dear iii. There iv. Through A) i and iii C) iii and iv	graphy for B) i, ii and iii D) All the above
20.	Special contractions are formed by i. Employing first two or three strokes ii. Medial omission iii. Intersection iv. Using logograms A) i and ii C) i, ii and iv	B) i and iii D) All the above

21.	Medial semicircle is employed i. For representation of 's' ii. To represent 'w' and a dash vowel iii. To represent 'w' and a dot vowel iv. To represent 's' and another 's' or 'z' A) i and iv C) i, ii and iii	B) ii and iii D) All the above
22.	Upward H is used in i. Behead ii. Lahore iii. Coherence iv. Enhance A) i, ii and iii	B) ii and iv
	C) i and iv	D) i, iii and iv
23.	Which among the following is not a represe i. Dash ii. Tick iii. Dot iv. Stroke A) Only i C) Only iv	entation of 'H' ? B) Only iii D) ii and iv
24.	Identify continuants. i. TH ii. Z iii. CH iv. ZH A) ii and iv C) i, ii and iv	B) i and iii D) All the above
25.	Which among the following rules regarding i. L follows the direction of the circle whic ii. Final L is written downward after 'N' and iii. After 'F', 'V' and 'SK' final L is written do iv. Medial L is generally written downward A) i and ii C) Only iii	h is attached to a curve d 'NG'

26.	An office is said to be virtual if a. it interacts with others through portable b. it is supervised by the back office mana c. it is a mobile or remote work environme d. it works just like a physical office but wit A) a, b and c C) d, a and b	gers. nt.
27.	Mobile Phones and Dictation Machines car A) Modern Machines C) Instructional Machines	be categorised under B) Computing Machines D) Miscellaneous Machines
28.	Pick out the correct statements from the folion. The offices layout should be functional at ii. Open space offices are not economical iii. Closed plan layout offices provide a deriv. Closed plan layout provides greater level. A) i and iii C) iv and iii	and pleasant in appearance. in physical aspects. nocratic set-up.
29.	Office stationeries comes under A) Office supplies C) Sheets	B) Equipment D) Paper, clips etc.
30.	is the written record of information can be used to guide the employee's effort A) Office Manual C) Bylaw	ation and instructions which concern and s in an enterprise. B) Office File D) All of these
31.	A Diary Register/Dak Register is maintaineA) All emails received and sentC) All incoming mails	d in an office to record B) All incoming and outgoing mails D) All outgoing mails
32.	Choose the instruction/s not to be followed i. The address should be written parallel t ii. Address should be in the lower half and iii. Leave adequate margin at the top for th iv. Using short forms will save space to writ A) Only iv C) ii and iii	to the length of the cover. I towards the left-hand side. I to postage stamps and labels.

A -8-

33.	Match the best combinations :		
	A. Index cards are used in	V.	Alphabetical Filing System
	B. Filing of invoices	W.	Subject Wise Filing System
	C. The most popular filing method	Χ.	Numerical Filing System
	D. Projects are important	Υ.	Chronological Filing System
		Z.	Geographical Filing System
	A) AZ, BY, CW, DX C) CV, BX, AZ, DW	,	DW, CX, AY, BV BY, DW, AX, CV
34.	A printed telephone directory is an example	e fo	r
	A) Strip IndexC) Visible Card Index	,	Bound Book Index Page Index
35.	is used as a postal stamping	mac	chine.
	A) Frankling MachineC) Mailing Scale	,	Franking Machine Stampograph
36.	Which of the following is not included in ve	rbal	communication?
	A) Written communicationC) Silence		Visual and audio visual communication Posture
37.	What is considered the most important par	t of	a Business letter ?
	A) Salutation	,	Subject
	C) Main body	D)	Insider address
38.	One of the major limitations of the written of		
	A) Wide access C) Time consuming	,	No distortion
39.	C) Time consuming This is a permanent record of the organizar reference	,	Costly and can be very useful for the future
	A) Written communication		
	B) Verbal communication		
	C) Oral communication		
	D) Teleconferencing		
40.	What is used in an organization when the simple way to any people?	sam	e information has given in short and
	A) Minutes	,	Notice
	C) Fax	D)	Advertising

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41.	There are various other ways to communicate among them, our body plays the most important role to make the way about the body communication. This branch of study is known as		
	A) Conscious C) Gestures	B) Aural D) Kinesics	
42.	The interaction between members of the sa A) Inward communication C) Internal communication	ame organization is called B) Outward communication D) External communication	
43.	This originates from social and personal inter flow in all directions in the organization is k A) Gossip chain C) Cluster chain		
44.	Messages that move up and down the auth A) Vertical communication C) Lateral communication	nority line are called B) Horizontal communication D) Diagonal communication	
45.	Translating information into a messages in or concepts is A) Decoding C) Feedback	the form of symbols that represent ideas B) Encoding D) None of these	
46.	International Volunteer Day for Economic and A) December 5 C) December 3	nd Social Development is celebrated on B) November 16 D) November 20	
47.	The channels used for communicating and known as A) Upward channels C) Horizontal channels	nong the persons of the same rank are B) Downward channels D) Vertical channels	
48.	Which one is not included in the kinds of a A) Letters of Enquiries C) Orders and acceptances	,	
49.	After convening a meeting through proper rethe conduct of any meeting is the existence		
	A) NoticeC) Quorum	B) AgendaD) None of these	
50	VPP stands for	D) None of those	
55.	A) Value Payable Period	B) Very Profitable Post	
	C) Value Payable Post	D) Value Post Payable	

51.	A is a type of mail that allo without having to pay for postage.	ws	recipients to respond to a business
	A) Business card	B)	Post card
	C) Business reply post card	D)	Recipient's card
52.	Sending a letter used for import items it offers added protection against loss A) Insured letter C) Ordinary post	s or B)	
53.	The recipient must pay that specified amount service offered by postal service.		
	A) Postage prepaid service	B)	Mail service
	C) Value payable by post	D)	Reply paid service
54.	In some rural areas, we can send a message the destination it will be delivered to the additional called as		. ,
	A) e-Post	,	in-Post
	C) e-commerce	D)	soft post
55.	In a Postal Index Number the first digit indicated and a second s		
	A) DistrictC) Service route	,	Zone Delivery
56.	The job of the secretary is not only to assis meetings, prepare presentations etc.	•	•
	A) Clerk		Typist
	C) Employee	D)	Executive
57.	From the following which is not the main re A) Prepare and disseminate corresponden B) Support and facilitate the completion of C) Excellent leadership skills D) Develop and maintain e-filing system	ce,	memos
58.	Effectiveness of a secretary depends significate effectively with the superiors, subordinates supplier, union and government etc.	,	,
	A) Write C) Read	,	Communicate Listen
59.	The list of things to do in a meeting is called	d a	S
	A) Minutes		Agenda
	C) Notice	D)	Items

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60.	reflects the way you look from		
	A) Etiquettes C) Communication and confidence		Time management Physical appearance
61.	Which one is Operating System ? A) Windows C) Antivirus	,	Excel Microsoft Edge
62.	What is the full form of CPU? A) Control Processing Unit C) Central Processing Unit		Central Purpose Unit Central Processing Union
63.	What is the extension of Notepad file ? A) .jpeg C) .mp4	,	.txt .mp3
64.	Which one is a storage device ? A) Mouse C) Monitor		Keyboard Pen Drive
65.	Which one is an Input Devices ? A) Monitor C) Scanner	,	Printer Projector
66.	What is the extension of Microsoft Word file A) .jpeg C) .docx	B)	.mp3 .xls
67.	Which one is auxiliary memory? A) Cache C) Primary	,	Secondary RAM
68.	Which one is the fastest memory in Compu A) Cache C) Primary	B)	? Secondary RAM
69.	Which of the following software is used to c A) Microsoft PowerPoint C) Microsoft Access	B)	umentation ? Microsoft Excel Microsoft Word
70.	Who invented Analytical engine? A) Herman Hollerith C) Howard H. Aiken	,	Konrad Zuse Charles Babbage
71.	Which shortcut key is used to copy and pas A) Ctrl + Z and Ctrl + Y C) Ctrl + X and Ctrl + V	B)	a file folder ? Ctrl + C and Ctrl + V Ctrl + C and Ctrl + Z

72.	Which shortcut key is used to refresh Wind A) F5		s desktop? F4
	C) F3	D)	F2
73.	What is BIOS in Computer? A) Software C) Hardware		Firmware Middleware
74.	What do you mean by BIOS shadow? A) Copying HD to RAM C) Copying ROM to RAM	,	Copying HD to ROM Copying RAM to ROM
75.	Which combination keys are used to invok Word ? A) Shift + F7 C) Shift + F9	B)	nesaurus dialog box in Microsoft Shift + F8 Shift + F6
76.	Which of the following is text styling featur A) Word Text C) Word Style	B)	Microsoft Word ? Word Colour Word Art
77.	Which type of software is Microsoft Word (A) Operating System C) System Software	B)	Application Programming Language
78.	How rows are named in Microsoft Excel ? A) Numerically C) Special Characters		Alphanumerically Alphabetically
79.	Which combination key is used to create n A) Alt + M C) Ctrl + N	B)	Presentation in PowerPoint ? Ctrl + M Alt + N
80.	How column are named in Microsoft Excel A) Numerically C) Special Characters	B)	Alphanumerically Alphabetically
81.	Which menu contain Hide Slide ? A) Animation C) Design	,	Slide Show Transition
82.	Which type of software is Microsoft Excel (A) Operating System C) System Software	B)	Application Programming Language
Α	-13	-	

83.	Which of the following function return curre A) Now () C) MID ()	ent date and time in Microsoft Excel ? B) Sum () D) Range ()			
84.	Which combination key is used to create not A) Alt + M C) Ctrl + N	ew slide in a PowerPoint ? B) Ctrl + M D) Alt + N			
85.	Which key is used to show Laser Point in F A) Ctrl + Right Mouse Button C) Ctrl + Left Mouse Button	PowerPoint Presentation ? B) Alt + Right Mouse Button D) Alt + Left Mouse Button			
86.	Router operates in which layer of ISO/OSI A) Application layer C) Network layer	reference model ? B) Transport layer D) Physical layer			
87.	Which is the smallest network? A) LAN C) MAN	B) PAN D) WAN			
88.	Which protocol is used for transferring email n A) SNMP C) SMTP	nessages from one computer to another? B) FTP D) RPC			
89.	Which is passive receiver that records a co A) Vulnerability scanner C) Penetration tester	ppy of every packet that files ? B) Packet sniffer D) Hash cracker			
90.	Which is the fastest wired network transmis A) UTP C) Coaxial cable	ssion media ? B) STP D) OFC			
91.	Change the following direct speech into indirect speech. Select the correct are from the options given.				
	"Drink plenty of water", the doctor said to me. A) The doctor told me to drink plenty of water B) The doctor asked me if I was drinking plenty of water C) The doctor said me to drink plenty of water D) The doctor suggested me to drink plenty of water				
92.	Complete the following sentence using the correct form of the verb given in the bracket.				
	I usually to work by car. (go) A) goes C) going	B) go D) will go			

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93.	Complete the following sentence by choosing the correct preposition.				
	I heard an interesting A) in	programme B) at	_ the radio this morn C) on	ing. D) into	
94.	Complete the sentence by choosing the most suitable option.				
	If you telephoned him A) will come C) would have come	, he	B) would come D) would have cam	e	
95.	Pick the correct question tag from the options.				
	I am a teacher, A) amn't I ? C) are I ?	?	B) am I? D) aren't I?		
96.	Select the one-word substitute for the following description.				
	A person with long ex A) veteran C) philologist	perience in a particul	ar field. B) philanthropist D) visionary		
97.	Substitute the antonym of the underlined word in the sentence by choosing the correct option.				
	The Principal's decision the room. A) hide	on to reveal the confi B) expose	dential information sl C) disclose	nocked everyone in D) exhibit	
98.	Choose the correctly s A) leafs	, .	options below.	D) receive	
99.	Replace the underlined word in the sentence with a suitable phrasal verb that has the same meaning.				
	The football match ha A) called on C) called in	d to be <u>cancelled</u> bed		ther.	
100.	Choose the word with the correct prefix that means "not" to complete the sentence.				
	The weather was so _A) unpleasurable C) unpleasent	that we de	ecided to stay indoors B) displeasurable D) unpleasant	5.	

Space for Rough Work

A -16-