

# CBSE | DEPARTMENT OF SKILL EDUCATION

## OFFICE PROCEDURES AND PRACTICES (SUBJECT CODE 824)

### CLASS XI (SESSION 2021-2022) MARKING SCHEME FOR TERM -1

Max. Time Allowed: 90 Minutes (1½ Hrs.)

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.
4. Section B is of 20 marks and has 25 questions on Subject Specific Skills.
5. Section C is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order

#### SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills (1 x 5 = 5 marks)

1.	Ans. d. Verbal	1
2.	Ans. b. Closed	1
3.	Ans. d. Team	1
4.	Ans. c. Casual Shirt and Jeans	1
5.	Ans. b. Ctrl+N	1
6.	Ans. a. Top	1

#### SECTION B

Answer any 20 questions out of the given 25 questions (1 x 20 = 20 marks)

7.	Ans. b. L.R. Dicksee	1
8.	Ans d. To arrange trips of staff	1
9.	Ans. a. Paperless Office	1
10.	Ans. a. Portable Document Format	1
11.	Ans. b. Virtual	1
12.	Ans. a. Key	1

13.	Ans. b. Office Manual	1
14.	Ans. c. Possibilities of error	1
15.	Ans. d. Reception	1
16.	Ans. b. Efficiency	1
17.	Ans. d. Centralization	1
18.	Ans. a Lowers the efficiency	1
19.	Ans. b. Internal and external	1
20.	Ans. b. Secrecy	1
21.	Ans. d. Reduces the possibility of fraud	1
22.	Ans. c. Open Office	1
23.	Ans. d. Open	1
24.	Ans. a. Stock Register	1
25.	Ans. c. Bin Card	1
26.	Ans. b. Permanent Stock Register	1
27.	Ans. c. Stock	1
28.	Ans. a. Principles	1
29.	Ans. b. Electronic	1
30.	Ans. c. Systematic	1
31.	Ans. b. Communis	1

**SECTION C**  
**(COMPETENCY BASED QUESTIONS)**

**Answer any 5 questions out of the given 7 questions ‘**

**(1 x 5 = 5 marks)**

32.	Ans. a. e-form	1
33.	Ans. c. Functional organization chart	1
34.	Ans. c. Near reception	1
35.	Ans. c. Private	1
36.	Ans. a. Fixing responsibility	1
37.	Ans. c. Start the purchasing process	1
38.	Ans. b. Informal Communication	1