

QUESTION PAPER PATTERN
Application based Test Pattern

Que No.	Question	Marks
1.	Correct the underlined word and rewrite the following sentences.	4
2.	Complete the sentences.	4
3.	Find the odd one OR Arrange in proper order.	3
4.	Study the following case/ situation and express your opinion. (Any Three out of Four)	9
	Total	20



**Maharashtra State Board of Secondary and
Higher Secondary Education, Pune**
Sub. : Secretarial Practice
Std. XII

PRELIMINARY & HSC BOARD EXAMINATION

Total Marks - 80

Time – 3 Hours

Q. No.	Questions	Marks per Que.	No. of Ques. to attempt	Marks	
				without option	with option
1.	From the following types of sub questions any FOUR will be asked: A] Select the correct option and rewrite the sentence B] Match the pairs C] Give one word or phrase or term D] State True or False E] Find the odd one F] Complete the sentences G] Select the correct option from the bracket H] Answer in one sentence I] Correct the underlined word and rewrite the following sentence J] Arrange in proper order	1	5	5	5
2.	Explain the following terms/concepts.	2	Any (4) Out of (6)	08	12
3.	Study the following case/ situation and express your opinion.		Any (2) Out of (3)	06	09
4.	Distinguish between.		Any (3) Out of (4)	12	16

Q. No.	Questions	Marks per Que.	No. of Ques. to attempt	Marks	
				without option	with option
5.	Answer in brief.	4	Any (2) Out of (3)	08	12
6.	Justify the following statements.	4	Any (2) Out of (4)	08	16
7.	Attempt the following. (Letter Writing)	5	Any (2) Out of (3)	10	15
8.	Answer the following (Long Answer)	8	Any (1) Out of (2)	08	16
	Total			80	116

Note -

- 1) In Question No. 7, one letter each from Chapter 6, Chapter 7 and Chapter 8 should be asked.
- 2) Unit wise Weightage should be strictly followed.
- 3) No Questions should be asked on Additional Information which is given in boxes in the Textbook