

**CLASS - XI**  
**MODERN OFFICE PRACTICE**  
**(HUMANITIES AND COMMERCE GROUP)**

**Time: 3 Hrs**

**Theory: 80 Marks**  
**Project/Practical : 15 Marks**  
**Internal assessment:5 Marks**  
**Total: 100 Marks**

**STRUCTURE OF QUESTION PAPER**

1. The Question Paper will cover whole of the Syllabus.
2. 23 Questions will be set in the Question paper. Do any five questions from Section-C.
3. All units should be given adequate representation in the question paper.
4. The Question paper will have 3 sections i.e. A, B & C .

**SECTION-A**

5. Question No. 1 consists of 30 subparts carrying 1 mark each. Answer of each part should be given in 1-15 words. Objective type questions may include questions with true or false/multiple choice type questions only. Three Questions will be set from each unit of the syllabus.

**SECTION-B**

6. Question No. 2 to 16 will carry 2 marks each. Question will be set as per unitwise distribution. Answer of these questions should be given in 5 to 10 lines.

**SECTION-C**

**(Do any five questions out of seven)**

7. Question No. 17 to 23 will carry 4 marks each. Attempt any five questions from this section. Question will be set as per unitwise distribution. Answer of these questions should be given in 15 to 20 lines.

## UNIT WISE DIVISION OF THE MARKS

Unit No.	Name of the Unit	1 Mark Questions	2 Marks Questions	4 Marks Questions (Do any five)
<b>UNIT:I</b>	<ul style="list-style-type: none"> <li>• The Modern Office</li> <li>• Functions of Office</li> <li>• Importance of an office</li> </ul>	3	1	1
<b>UNIT: II</b>	<ul style="list-style-type: none"> <li>• Office Management</li> <li>• Departments of an Office</li> <li>• Office Manager</li> </ul>	3	1	
<b>Unit: III</b>	<ul style="list-style-type: none"> <li>• Automation</li> </ul>	3	1	1
<b>Unit: IV</b>	<ul style="list-style-type: none"> <li>• Office Machines</li> <li>• Computer in Office</li> </ul>	3	2	

<b>Unit:V</b>	<ul style="list-style-type: none"> <li>• Hardware and Software</li> <li>• M.S.Office</li> <li>• Scanning,Printing and Copying</li> </ul>	3	2	1
<b>Unit:VI</b>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Channels of Commication</li> <li>• Effective Commication -Role of Manager</li> </ul>	3	2	1
<b>Unit:VII</b>	<ul style="list-style-type: none"> <li>• Business Letters</li> <li>• E-mail</li> </ul>	3	2	1
<b>Unit:VIII</b>	<ul style="list-style-type: none"> <li>• Report writing</li> <li>• Telephone calls and video.Conforence</li> </ul>	3	2	
<b>Unit: IX</b>	<ul style="list-style-type: none"> <li>• Record Management</li> <li>• Filing Methods of</li> </ul>	3	1	1

	Documents			
<b>Unit:X</b>	<ul style="list-style-type: none"> <li>• Indexing</li> <li>• Micro filming and Data Storage Management</li> </ul>	3	1	1
<b>Total Marks</b>		<b>1×30=30</b>	<b>2×15=30</b>	<b>4×5=20</b>

