

Model Question paper Mid term

Secretarial Practice Class XI

Time : 1 Hour

Marks: 20

Instructions:

1. Answer all questions.
2. Question No. 1 & 2 of 1 mark each
3. Question No.3 and 4 are to be answered in about 30 words
4. Question No.5 and 6 are to be answered in 60 words
5. Question No.7 and 8 are to be answered in about 100 words

- Q.1 Name the 'Latin ' word from which the term ' Secretary' is derived.
- Q.2 An association of the people which aims to promote Art and Culture in the state is known as _____.
- (A) Cooperative Society
(B) Non profit Association
(C) Political Party
(D) Company
- Q.3 What are the educational qualifications required for becoming a Secretary.
- Q.4 State four duties of a Secretary of a Political Party
- Q.5 Explain any three qualities of a good Secretary
- Q.6 Mention any Six representative Services rendered by Company Secretary.
- Q.7 Define a Secretary and explain any six features of a Secretary
- Q.8 Explain any four functions of the Personal Secretary

OR

- Q.9 What is meant by local body Secretary and mention any six functions performed by the Secretary.

DESIGN OF QUESTION PAPER

MID TERM

CLASS: - XI
TIME: - 1 Hour

SUBJECT: - Secretarial Practice
MAX. MARKS:- 20

The weightage or the distribution of marks over different dimension of the question paper shall be as follows.

1. Weightage to learning outcomes:

Sr. No.	Learning outcomes	Marks	Percentage of marks
1.	Knowledge	05	25%
2.	Understanding	10	50%
3.	Application	05	25%
4.	Skill		
Total		20	

2. Weightage to content/ subject units:

Sr. No.	Units	Marks
1.	Secretary	10
2.	Types of Secretary	10
3.		
Total		20

3. Weightage to forms of questions:

Sr. No.	Form of Questions	Marks for each question	Number of questions	Total Marks
1.	Long Answer Type(LA)	4	2	8
2.	Short Answer Type(SA-II)	3	2	6
3.	Short Answer Type(SA-I)	2	2	4
4.	Very Short Answer Type(VSA)	1	2	2
Total				20

The expected time for different types of question would be as follows:

Sr.No.	Form of Questions	Approx. time for each question in mins.(t)	Number of questions (n)	Approx. time for each form of question in mins. (nxt)
1.	Long Answer Type(LA)	15	2	30
2.	Short Answer Type(SA-II)	08	2	16
3.	Short Answer Type(SA-I)	05	2	10
4.	Very Short Answer Type(VSA)	02	2	04
Total				60

As the total time is calculated on the basis of number of questions required to be answered and the length of their anticipated answers, it would therefore, be advisable for the candidates to budget their time properly by cutting out the superfluous words and be within the expected time limits.

4. Scheme of Option:

There will be no overall choice. However, there may be internal choice in sub questions of 3 marks category.

5. Weightage to difficulty level of questions:

Sr. No.	Estimated difficulty level of question	Marks	Percentage
1.	Easy	06	30%
2.	Average	10	50%
3.	Difficult	04	20%
Total			

A question may vary in difficulty level from individual to individual. As such, the assessment in respect of each question will be made by paper setter, on the basis of general anticipation from the group as a whole, taking the examination. This provision is only to make the paper balanced in weightage, rather than to determine the pattern of marking at any stage.

DESIGN OF QUESTION PAPER

FIRST TERM

CLASS: - XI
TIME: - 2 ½ Hours

SUBJECT: - Secretarial Practice
MAX. MARKS:- 80

The weightage or the distribution of marks over different dimension of the question paper shall be as follows.

2. Weightage to learning outcomes:

Sr. No.	Learning outcomes	Marks	Percentage of marks
1.	Knowledge	20	25%
2.	Understanding	40	50%
3.	Application	20	25%
4.	Skill		
Total		20	

3. Weightage to content/ subject units:

Sr. No.	Units	Marks
1.	Secretary	10
2.	Types of Secretary	10
3.	Secretarial Correspondence	20
4	Company meeting	05
5	Joint stock Company	
6	Kinds of Company	20
7	Company formation	15
Total		80

4. Weightage to forms of questions:

Sr. No.	Form of Questions	Marks for each question	Number of questions	Total Marks
1.	Long Answer Type(LA)	4 mark	8	32
2.	Short Answer Type(SA-II)	3 mark	8	24
3.	Short Answer Type(SA-I)	2 mark	8	16
4.	Very Short Answer Type(VSA)	1 mark	8	08
Total				80

The expected time for different types of question would be as follows:

Sr.No.	Form of Questions	Approx. time for each question in mins.(t)	Number of questions (n)	Approx. time for each form of question in mins. (nxt)
1.	Long Answer Type(LA)	9.75	8	78
2.	Short Answer Type(SA-II)	5	8	40
3.	Short Answer Type(SA-I)	3	8	24
4.	Very Short Answer Type(VSA)	1	8	08
Total				150 Min.

As the total time is calculated on the basis of number of questions required to be answered and the length of their anticipated answers, it would therefore, be advisable for the candidates to budget their time properly by cutting out the superfluous words and be within the expected time limits.

5. Scheme of Option:

There will be no overall choice. However, there may be internal choice in sub questions of 3 marks and 4 marks category.

6. Weightage to difficulty level of questions:

Sr. No.	Estimated difficulty level of question	Marks	Percentage
1.	Easy	24	30%
2.	Average	40	50%
3.	Difficult	16	20%
Total		80	

A question may vary in difficulty level from individual to individual. As such, the assessment in respect of each question will be made by paper setter, on the basis of general anticipation from the group as a whole, taking the examination. This provision is only to make the paper balanced in weightage, rather than to determine the pattern of marking at any stage.

DESIGN OF QUESTION PAPER

SECOND TERM

CLASS: - XI
TIME: - 2 ½ Hours

SUBJECT: - Secretarial Practice
MAX. MARKS:- 80

The weightage or the distribution of marks over different dimension of the question paper shall be as follows.

3. Weightage to learning outcomes:

Sr. No.	Learning outcomes	Marks	Percentage of marks
1.	Knowledge	20	25%
2.	Understanding	40	50%
3.	Application	20	25%
4.	Skill		
Total		80	

4. Weightage to content/ subject units:

Sr. No.	Units	Marks
1.	Core content	20
2.	Company document	15
3.	Company Management	15
4	Role of Secretary in Capital raising	20
5	Role of Secretary in capital raising	10
Total		80

5. Weightage to forms of questions:

Sr. No.	Form of Questions	Marks for each question	Number of questions	Total Marks
1.	Long Answer Type(LA)	4 mark	8	32
2.	Short Answer Type(SA-II)	3 mark	8	24
3.	Short Answer Type(SA-I)	2 mark	8	16
4.	Very Short Answer Type(VSA)	1 mark	8	08
Total				80

The expected time for different types of question would be as follows:

Sr.No.	Form of Questions	Approx. time for each question in mins.(t)	Number of questions (n)	Approx. time for each form of question in mins. (nxt)
1.	Long Answer Type(LA)	9.75	8	78
2.	Short Answer Type(SA-II)	5	8	40
3.	Short Answer Type(SA-I)	3	8	24
4.	Very Short Answer Type(VSA)	1	8	08
Total				150 Min.

As the total time is calculated on the basis of number of questions required to be answered and the length of their anticipated answers, it would therefore, be advisable for the candidates to budget their time properly by cutting out the superfluous words and be within the expected time limits.

6. Scheme of Option:

There will be no overall choice. However, there may be internal choice in sub questions of 3 marks category.

7. Weightage to difficulty level of questions:

Sr. No.	Estimated difficulty level of question	Marks	Percentage
1.	Easy	24	30%
2.	Average	40	50%
3.	Difficult	16	20%
Total		80	100%

A question may vary in difficulty level from individual to individual. As such, the assessment in respect of each question will be made by paper setter, on the basis of general anticipation from the group as a whole, taking the examination. This provision is only to make the paper balanced in weightage, rather than to determine the pattern of marking at any stage.

SECRETARIAL PRACTICE

Guidelines for distribution of topics in subject Secretarial Practice for Std. XI

Midterm

Weightage to objectives

- | | |
|------------------|-------|
| 1. Knowledge | - 25% |
| 2. Understanding | - 50% |
| 3. Application | - 25% |

Distribution of topics

First Midterm 20 Marks

Unit 1 Secretary 10 Marks

Unit 2 Types of Secretary 10 Marks

First term 80 Marks

Unit 1 Secretary 10 marks

Unit 2 Types of Secretary 10 marks

Unit 3 Secretarial Correspondence 20 marks

Unit 4 Company Meetings 05 marks

Unit 5 Joint Stock Company, Kinds of Companies 20 marks

Unit 6 Company formation 15 marks

Total 80 marks

Second term 80 Marks

Unit 7 Company documents 15 marks

Unit 8 Company Management 15 marks

Unit 9 B Role of Secretary in Capital raising 20 marks

Unit 9 B Role of Secretary in Capital raising 10 marks

Core content

Unit No.3 Correspondence 20 marks

Total 80 marks

Assignment

10 marks

1. Assignment is individual work
2. Each student to prepare one assignment.
3. Assignment marks are to be evaluated only for final exam.

Suggested assignment

1. Visit and collection of information about Non Profit association/Sports/Social/Cultural Club in and around your locality.
2. Visit to Village Panchayat and Cooperative Society and collect information about their functioning.

Project

Second term

10 marks

Presentation report on the functioning/Administration of Government Office/ Bank/ Company/Industries etc.

Guidelines for Project

1. Project is a group activity

Criteria for evaluation of Project

Coverage of topics 2 marks

Supporting evidence attached 2 marks

Neatness and presentation 2 marks

Involvement of students in group presentation 2 marks

Over all impact 2 marks

Note: The teacher is free to give any topics other than those mentioned above and even accept the topics suggested by the students. The topics for the assignment shall be in tune with suggested by the Board.