

## PROVISIONAL ANSWER KEY

Question 157/2023/OL

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Code:

Exam: Junior Instructor (Stenographer and Secretarial Assistant- English) (SR from SC/ ST)

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Department Industrial Training

Question1:-Give an example of two strokes in the "explodents" group

A:-F,V

B:-M,N

C:-T,K

D:-L,R

Correct Answer:- Option-C

Question2:-The Halving principle is employed in phraseography to represent the words

A:-it, not, word and would

B:-at, not, word and would

C:-it, that, word and would

D:-it, not, word and that

Correct Answer:- Option-A

Question3:-Which of the following consonants are called liquids?

A:-F,V

B:-N,NG

C:-L,R

D:-V,Z

Correct Answer:- Option-C

Question4:-A Union of two vowel sounds in one syllable is known as

A:-Vowels

B:-Diphthong

C:-Triphones

D:-Phraseography

Correct Answer:- Option-B

Question5:-Frequently occurring words are represented in short hand by a single sign, these words are called

A:-Phrases

B:-Vowels

C:-Diphthong

D:-Grammalogues

Correct Answer:- Option-D

Question6:-Abbreviated "W" is used in the beginning:

- (i) Before "R" (Up and Down) when proceeded by a vowel
- (ii) Before "M" when not proceeded by a vowel
- (iii) Before "K" when not proceeded by a vowel

A:-(i) is only correct answer

B:-(ii) is only correct answer

C:-(i) and (iii) are correct answers

D:-(ii) and (iii) correct answers

Correct Answer:- Option-D

Question7:-The doubling principle is employed in phraseography for the indication of the words

A:-There, their, other and enter

B:-Their, there, dear and other

C:-Their, there, dear and another

D:-Other, there, their and another

Correct Answer:- Option-B

Question8:-\_\_\_\_\_ is written on the right side of TDJ.

A:-Circle S

B:-Shun hook

C:-Curves

D:-Straight stroks

Correct Answer:- Option-B

Question9:-The writing of two or more words together without lifting the pen is called

A:-Grammalogues

B:-Triphones

C:-Diphthong

D:-Phraseography

Correct Answer:- Option-D

Question10:-The consonants M,N, NG are called

A:-Nasals

B:-Liquids

C:-Aspirates

D:-Coalescents

Correct Answer:- Option-A

Question11:-Which statement is/are correct?

- (I) When standing alone stroke "L" is written downwards
- (II) Initial "L" is written downward when proceeded by a vowel
- (III) Medial "L" is generally written upwards

A:-II is only correct answer

B:-II and III are correct answers

C:-I is only correct answer

D:-I and III are correct answers

Correct Answer:- Option-B

Question12:-Which is/are the correct statement?

- (i) All the double length up stroke are written through the line
- (ii) Doubling principle is not employed when a vowel follows final 'tr' or 'dr' etc
- (iii) The strokes 'L' is doubled for the addition of 'tr' only

A:-(iii) is only the correct answer

B:-(ii) is only the correct answer

C:-(ii) and (iii) are correct answers

D:-(i) and (iii) are the correct answers

Correct Answer:- Option-C

Question13:-Choose the correct statement/s:

- (I) When standing alone Right curves of Fr or Vr are used a if a vowel precede
- (II) When standing alone Left curves Fr or Vr are used if a vowel precede
- (III) Right curves Fl and Vl are used after straight up strokes

A:-II and III are correct answers

B:-II is only correct answer

C:-I and III are correct answers

D:-I and II are correct answers

Correct Answer:- Option-A

Question14:-The hooked form of 'Ln' and 'Shn' joined to another stroke can be written

A:-upward only

B:-downward only

C:-upward or downward

D:-never written

Correct Answer:- Option-C

Question15:-\_\_\_\_\_ are the combination of two vowel sounds, each being separately pronounced.

A:-Diphones

B:-Vowels

C:-Consonants

D:-Diphthong

Correct Answer:- Option-A

Question16:-Halving a stroke indicates the addition of

A:-F or V

B:-OW, OI

C:-T or D

D:-S or Z

Correct Answer:- Option-C

Question17:-Consonants are divided in to \_\_\_\_\_ classes.

A:-Six classes

B:-Four classes

C:-Twelve classes

D:-None of these

Correct Answer:- Option-A

Question18:-For the method of writing inter-section, stroke 'M' is employed to represent \_\_\_\_\_ and \_\_\_\_\_

(i) Monster

(ii) Mark

(iii) Month

(iv) Major

A:-(i) and (ii) respectively

B:-(ii) and (iii) respectively

C:-(i) and (iv) respectively

D:-(ii) and (iv) respectively

Correct Answer:- Option-D

Question19:-The four diphthongs are

A:-EI, AW, OI and U

B:-AW, OI, OW and U

C:-I, OW, OI and U

D:-EA, OO, OW and U

Correct Answer:- Option-C

Question20:-Which is/are the correct statement?

(i) Circle S is written inside the curved strokes

(ii) The initial 'Z' sound is represented by stroke 'Z'

(iii) The Circle 'S' is written with right motion when joined to straight strokes

A:-(i) and (iii) are the correct answers

B:-(i) and (ii) are correct answers

C:-(ii) and (iii) are correct answers

D:-(i), (ii) and (iii) are correct answers

Correct Answer:- Option-B

Question21:-Contracted outlines are generally written \_\_\_\_\_ line.

A:-above the line

B:-through the line

C:-on the line

D:-none of these

Correct Answer:- Option-C

Question22:-Initial 'R' is written \_\_\_\_\_ when a vowel precedes.

A:-Downward

B:-Upward

C:-Upward and Downward

D:-Downward and Upward

Correct Answer:- Option-A

Question23:-These are six short vowels represented by

A:-Heavy dot and heavy dash

B:-Light dot and light dash

C:-Heavy dot and light dash

D:-Light dot and heavy dash

Correct Answer:- Option-B

Question24:-The double consonants 'Shr' is always written

A:-Upward

B:-Downward

C:-Downward and Upward

D:-Upward and Downward

Correct Answer:- Option-B

Question25:-In what place I and OI are written

A:-Third place

B:-Second place

C:-First place

D:-None of these

Correct Answer:- Option-C

Question26:-In Mailing Department, Franking machine is used

A:-for printing the address on an envelope

B:-to seal the flaps of the envelope

C:-to weigh the letters or envelopes

D:-to print stamps on letters

Correct Answer:- Option-D

Question27:-Arrange properly the steps involved in outgoing mail handling procedure:

- (1) Referencing
- (2) Despatching
- (3) Preparation or production of letters
- (4) Signature on letters

A:-1, 4, 3, 2

B:-3, 4, 1, 2

C:-3, 1, 4, 2

D:-3, 2, 1, 4

Correct Answer:- Option-B

Question28:-Local mail of an urgent nature may be sent with the help of a

A:-Postman

B:-Speed post

C:-Courier

D:-Special messenger

Correct Answer:- Option-D

Question29:-Identify the ready guide to locate the file in an office

A:-Reference

B:-Index

C:-Report

D:-Record

Correct Answer:- Option-B

Question30:-Under which classification of filing, files and documents are arranged according to the dates or time of their creation or receipt?

A:-Alphabetical

B:-Chronological

C:-Numerical

D:-Alpha-Numerical

Correct Answer:- Option-B

Question31:-Which of the following is used for oral communication?

A:-Newspaper

B:-Letter

C:-Telephone

D:-E-Mail

Correct Answer:- Option-C

Question32:-Manager of Accounts department shares some information to the Manager of Sales Department. Identify the type of communication.

A:-Diagonal

B:-Upward

C:-Downward

D:-Horizontal

Correct Answer:- Option-D

Question33:-Which of the following is not an element of communication process?

A:-Retrieval

B:-Encoding

C:-Receiver

D:-Decoding

Correct Answer:- Option-A

Question34:-Find out the advantage of written communication:

A:-They serve as a permanent record for future reference

B:-Quick response

C:-Both 1 and 2

D:-None of these

Correct Answer:- Option-A

Question35:-Grapevine is a term used in which type of Communication?

A:-Lateral

B:-Horizontal

C:-Formal

D:-Informal

Correct Answer:- Option-D

Question36:-Which of the following is the commonly used salutation for a Demi-Official letter?

A:-Sir

B:-Dear Mr. (Name)

C:-Dear Sir

D:-Gentlemen

Correct Answer:- Option-B

Question37:-The official record of discussions held and decisions taken at a meeting are

A:-Minutes

B:-Agenda

C:-Notice

D:-Reminder

Correct Answer:- Option-A

Question38:-Banking correspondence happens

A:-Between a bank and its customers

B:-From one bank to another

C:-Both 1 and 2

D:-None of these

Correct Answer:- Option-C

Question39:-The subject line of a business letter should be

A:-Brief and clear

B:-As long as possible

C:-Ambiguous

D:-None of these

Correct Answer:- Option-A

Question40:-In a business letter, details of enclosures are mentioned in

A:-Beginning of the letter

B:-Main body of the letter

C:-Left hand side below the signature

D:-After salutation

Correct Answer:- Option-C

Question41:-Collection letters are also called

A:-Order letter

B:-Dunning letter

C:-Enquiry letters

D:-Complaint letters

Correct Answer:- Option-B

Question42:-Which of the following reports will assist the management in taking decisions and evaluating the performance of the firm?

A:-Special reports

B:-Informal reports

C:-Periodic reports

D:-Statutory reports

Correct Answer:- Option-C

Question43:-A letter written by a person or a business concern to another for the



purpose of seeking information about business matters is known as

A:-Circular letter

B:-Enquiry letter

C:-Offer letter

D:-Follow up letter

Correct Answer:- Option-B

Question44:-Purpose of correspondence

A:-To inform or seek information

B:-To request or persuade and to build goodwill

C:-To create a permanent record and an authoritative proof

D:-All of the above

Correct Answer:- Option-D

Question45:-A letter from the office of the Deputy Director of Education to The Controller of Public Examination is

A:-Form letters

B:-Official letter

C:-Informal letters

D:-All of these

Correct Answer:- Option-B

Question46:-From the following, which statements are correct regarding the duties of Office Manager?

(i) If an Office Manager has associates on the same level in other departments, he should co-operate with them.

(ii) To support and implement the policies of the top management is the first duty of an Office Manager.

(iii) Office Manager is the connecting link between the top management and the subordinate staff.

A:-Only (i)

B:-Only (i, iii)

C:-All of above (i, ii, iii)

D:-Only (i, ii)

Correct Answer:- Option-C

Question47:-Find the odd one out from the following:

(i) Better lighting and ventilation

(ii) Absence of Secrecy

(iii) Economical

(iv) Flexibility

A:-(ii)

B:-(i)

C:-(iii)

D:-(iv)

Correct Answer:- Option-A

Question48:-Find out which statement is wrong with regard to Direct Lighting.

- (i) In this lighting approximately 50 - 60 per cent of the light is directed downward to the working surface.
- (ii) Direct lighting makes use of some shade on, or reflector for the source of light.
- (iii) It provides a good intensity of light.

A:-Only (i)

B:-Only (i, ii)

C:-Only (ii)

D:-Only (iii)

Correct Answer:- Option-A

Question49:-Identify the machine, based on the following information.

- (i) These machines are used to affix stamps on outward letters and envelopes.
- (ii) This machine may be hired from the Posts and Telegraphs office under a licence.
- (iii) This machine marks the letter with the required denomination of the postage stamp.

A:-Mailing Machines

B:-Billing Machines

C:-Duplicating Machine

D:-Franking Machine

Correct Answer:- Option-D

Question50:-Some points relating to Office Forms are given below:

- (a) Establishing Centralised Administration.
- (b) Preparation of Forms Register.
- (c) Listing of Office Routines.
- (d) Investigation and Analysis.
- (e) Printing and Reproduction.

Identify these points relates to which of the following?

A:-Advantages of using forms

B:-Steps in forms control

C:-Principles of Forms design

D:-Objectives of forms control

Correct Answer:- Option-B

Question51:-From the following information, identify the device mentioned in it.

These devices are available on rent at certain major Post Offices. Any individual or firm may rent it from a post office, from which he or his messenger may collect his letters and parcels. This device is allocated a number, and any postal article bearing that number is placed into it.

A:-Post Bag

B:-Post Box

C:-VPP

D:-None of these

Correct Answer:- Option-B

Question52:-From the following, which statements are true regarding PIN Code?

(i) The first digit of a PIN indicates the Zone.

(ii) The second digit indicates the sub-zone.

(iii) The third digit assigned to individual post offices with in the sorting district.

A:-Only (i)

B:-Only (ii, iii)

C:-Only (i, ii)

D:-Only (iii)

Correct Answer:- Option-C

Question53:-Identify the Postal Service based on the following information.

(i) This a system in which one can order and receive the article through Post Office.

(ii) The value of article is recovered by Post Office and a fees is charged by them as service charge.

A:-Value payable parcel

B:-Reply paid service

C:-Speed post

D:-Insured Cover

Correct Answer:- Option-A

Question54:-Which statements are true in case of a Post Office Saving Bank Account?

(i) Minimum balance to be maintained in a non-cheque facility account is INR 50.

(ii) Cheque facility is available if an account is opened with INR 500.

(iii) Interest earned is tax free up to INR 10,000 per year from Financial year 2012-13.

A:-Only (i)

B:-Only (ii, iii)

C:-Only (i, iii)

D:-All of the above (i, ii, iii)

Correct Answer:- Option-D

Question55:-The dimension of Meghdoot Post Card is

A:-14 cm × 9 cm (Length × Breadth)

B:-9 cm × 14 cm (Length × Breadth)

C:-9 cm × 6 cm (Breadth × Length)

D:-None of these

Correct Answer:- Option-A

Question56:-Which of the following statements are true in case of Secretary?

- (i) Secretary means one entrusted with secrets.
- (ii) The word 'Secretary' is derived from the Latin word 'Secretarius'.
- (iii) One who is employed to write or transact business for another person or society, a company or a public body.

A:-Only (i)

B:-Only (i, iii)

C:-Only (ii, iii)

D:-All of the above (i, ii, iii)

Correct Answer:- Option-D

Question57:-The functions of the Secretary of a Local Body include:

- (i) Preparation of minutes and reports.
- (ii) Execute agreements and contracts on behalf of the Local Body
- (iii) Control and co-ordinate the activities of the office
- (iv) Implementation of projects

A:-All of the above (i, ii, iii, iv)

B:-Only (i, ii)

C:-Only (ii, iv)

D:-Only (i, iii, iv)

Correct Answer:- Option-A

Question58:-Find the odd one out from the following:

- (i) Broad Vision
- (ii) Logical Thinking
- (iii) Computer Knowledge
- (iv) Optimistic

A:-(i)

B:-(ii)

C:-(iii)

D:-(iv)

Correct Answer:- Option-C

Question59:-Which of the following is not correct with regard to the Social Qualities of Secretary?

- (i) Ability to organise and convene meetings.
- (ii) Maintain statutory and other records.
- (iii) Be in touch with some Professional Bodies
- (iv) Good Community partnership

A:-Only (i)

B:-Only (ii)

C:-Only (iv)

D:-None of these

Correct Answer:- Option-B

Question60:-Identify the person from the following hints:

- (i) An officer of the Indian Administrative Service
- (ii) An ex-officio secretary to the State Cabinet
- (iii) Act as principal advisor to the Chief Minister on a matters of State Administration

A:-Chief Secretary

B:-Private Secretary

C:-Company Secretary

D:-None of these

Correct Answer:- Option-A

Question61:-The first generation computers used

A:-Vacuum tubes

B:-Diodes

C:-Valves

D:-None of the above

Correct Answer:- Option-A

Question62:-Integrated circuits were used in \_\_\_\_\_ generation computers.

A:-1<sup>st</sup>

B:-2<sup>nd</sup>

C:-3<sup>rd</sup>

D:-None of the above

Correct Answer:- Option-C

Question63:-Which of the following is an optical storage?

A:-Compact Disc

B:-Pen drive

C:-SSD

D:-None of the above

Correct Answer:- Option-A

Question64:-CPU consists of \_\_\_\_\_ and \_\_\_\_\_

A:-ALU and CU

B:-RAM and ROM

C:-Cache memory

D:-All of the above

Correct Answer:- Option-D

Question65:-\_\_\_\_\_ makes the data path for various components of the computer in between.

A:-Motherboard

B:-SMPS

C:-ROM

D:-None of the above

Correct Answer:- Option-A

Question66:- \_\_\_\_\_ is the latest RAM technology.

A:-DDR5

B:-DDR3

C:-DDR7

D:-DDR9

Correct Answer:- Option-A

Question67:-Cache memory has size upto few

A:-MB

B:-GB

C:-TB

D:-None of the above

Correct Answer:- Option-A

Question68:-Which has fastest response time?

A:-RAM

B:-CPU register

C:-DVD

D:-HDD

Correct Answer:- Option-B

Question69:- \_\_\_\_\_ is a component of Windows OS that provides the ability to view and change system settings.

A:-BIOS

B:-Control Panel

C:-VPN

D:-System32

Correct Answer:- Option-B

Question70:- \_\_\_\_\_ is a screen capture tool that allows taking screen shots of an open window in windows.

A:-Snipping tool

B:-Crop tool

C:-Taskbar

D:-None of the above

Correct Answer:- Option-A

Question71:-The alignment settings in MS WORD control the \_\_\_\_\_ position of the paragraph text between the page margins.

A:-Horizontal

B:-Vertical

C:-Text

D:-None of the above

Correct Answer:- Option-A

Question72:-A \_\_\_\_\_ defines the space between two document elements in MS WORD.

A:-tab stop

B:-shift + ctrl

C:-paragraph

D:-none of the above

Correct Answer:- Option-A

Question73:-To display or hide paragraph marks and other structural characters in MS Word, press

A:-Ctrl + Shift + 8

B:-Ctrl + Shift + v

C:-Ctrl + Shift + h

D:-Ctrl + Shift + d

Correct Answer:- Option-A

Question74:-To start a new bulleted list in MS Word, enter an \_\_\_\_\_ at the beginning of a paragraph, and then press the Space bar or the Tab key before entering the list item text.

A:-Asterisk

B:-Hyphen

C:-Hash

D:-Backslash

Correct Answer:- Option-A

Question75:-To remove character formatting in MS Word, press

A:-Ctrl + Space bar

B:-Shift + Space bar

C:-Alt + Enter

D:-Shift + Alt

Correct Answer:- Option-A

Question76:-\_\_\_\_\_ always shows the active cell address in MS Excel.

A:-Address box

B:-Name box

C:-Active box

D:-None of the above

Correct Answer:- Option-B

Question77:-\_\_\_\_\_ is an advanced CONCAT function in MS Excel that can join text from multiple cells and even it can accept a delimiter.

A:-TEXTJOIN

B:-CELLJOIN

C:-AUTOMATE

D:-None of the above

Correct Answer:- Option-A

Question78:-\_\_\_\_\_ is a combination of columns and rows in MS Excel.

A:-Workbook

B:-Worksheet

C:-Document

D:-None of the above

Correct Answer:- Option-B

Question79:-By \_\_\_\_\_, we can get data from any source supported by MS Excel.

A:-Query Editor

B:-Get and Import

C:-Get and Transform

D:-None of the above

Correct Answer:- Option-C

Question80:-\_\_\_\_\_ is not a theme of MS Office.

A:-Colorful

B:-Darkgray

C:-Black

D:-Blue

Correct Answer:- Option-D

Question81:-A \_\_\_\_\_ is a blank presentation in MS Powerpoint with a theme already applied to it.

A:-Design template

B:-Content Template

C:-Theme template

D:-None of the above



Correct Answer:- Option-A

Question82:-To display a presentation in MS Powerpoint Slide Show view from the current side, press

A:-F5

B:-Shift + F5

C:-F6

D:-Ctrl + F5

Correct Answer:- Option-B

Question83:-We can switch between Touch mode and Mouse mode in MS Powerpoint (the standard desktop app user interface) from the

A:-Quick Access Toolbar

B:-Menubar

C:-Status bar

D:-None of the above

Correct Answer:- Option-A

Question84:-To permanently redisplay the ribbon in MS Powerpoint, press

A:-Ctrl + F2

B:-Ctrl + F1

C:-Shift + Alt

D:-None of the above

Correct Answer:- Option-B

Question85:-What we have to type in the Run dialog box to open Powerpoint?

A:-Powerpoint

B:-PowerPoint

C:-Pwrpoint

D:-Powerpnt

Correct Answer:- Option-D

Question86:-What is the number of layers in the OSI model?

A:-5

B:-6

C:-7

D:-4

Correct Answer:- Option-C

Question87:-What is the length of the IPv6 address?

A:-8

B:-6

C:-32

D:-128

Correct Answer:- Option-D

Question88:-What is transformed using cipher algorithms?

A:-Scalar text

B:-Plain text

C:-Complex text

D:-None of the above

Correct Answer:- Option-B

Question89:-\_\_\_\_\_ does not replicate or clone through an infection.

A:-Virus

B:-Trojan

C:-Worms

D:-Malware

Correct Answer:- Option-B

Question90:-FTP stands for

A:-File Transfer Program

B:-File Transmission Protocol

C:-File Transfer Protocol

D:-File Transfer Protection

Correct Answer:- Option-C

Question91:-Fill in the blank choosing the correct form of the verb:

Last year we \_\_\_\_\_ to the cinema every Sunday.

A:-went

B:-were going

C:-had gone

D:-have been going

Correct Answer:- Option-A

Question92:-Change into passive voice form:

Close the door.

A:-The door has been closed

B:-Please close the door

C:-Let the door be closed

D:-Someone closed the door

Correct Answer:- Option-C

Question93:-Fill in the blank with the correct word:

I think it's time we \_\_\_\_\_ the subject of our marriage with our parents.

A:-request

B:-hold

C:-broach

D:-drop

Correct Answer:- Option-C

Question94:-Choose the correct word to fill in the blank:

The \_\_\_\_\_ part of the book is very interesting.

A:-latter

B:-later

C:-last

D:-all the above

Correct Answer:- Option-A

Question95:-Which of the following is correct?

A:-Neglected by all, they found the boy helpless.

B:-Neglected by all, the boy was found helpless.

C:-Neglected helpless, the boy was found.

D:-Neglected found the boy was.

Correct Answer:- Option-B

Question96:-He says, "I am clever".

Change into reported Speech.

A:-He said that he was clever.

B:-He said that he is clever.

C:-He says that he was clever.

D:-He says that he is clever.

Correct Answer:- Option-D

Question97:-Find out a one-word substitute for "a rest or a sleep taken after lunch, especially in hot countries".

A:-Slumber

B:-Siesta

C:-Insomnia

D:-Sleep over

Correct Answer:- Option-B

Question98:-The meaning of the idiom, "hit the sack" is

A:-go to sleep

B:-to involve in a fight

C:-to carry some weight

D:-to walk around

Correct Answer:- Option-A

Question99:-Choose the correct preposition:

He takes \_\_\_\_\_ his father.

A:-upon

B:-of

C:-after

D:-to

Correct Answer:- Option-C

Question100:-Choose the correctly spelt word:

A:-manoeuvre

B:-entrepreneur

C:-giberish

D:-acommodate

Correct Answer:- Option-A