	Sample QB-Secretary (Theory)					
S.no	Question	Option 1	Option 2	Option 3	Option 4	Answer
1	A secretary is asked to present a text within stipulated deadlines. He takes dictation using shorthand technique and uses 'abbreviated W' in the notes. It is represented by an:	Anti-clockwise right semicircle	Clockwise right semicircle	Clockwise left semicircle	Anti-clockwise left semicircle	2
2	After the short hand notes, what should be done next:	Jumbling	Entry in the document	company standards	Entry in the document & Arranging it in a proper format as per the company standards	4
3	If you are a stenographer, what do you understand by stenography:	writing in shorthand	Transcribing the shorthand on a typewriter	The action/process of writing in shorthand and transcribing the shorthand on a typewriter	Stenography means grammalogues	3
4	What type of shorthands are depicted in the image:	Contractions	Logograms	Grammalogues	Phraseography	3
5	You have to print Agenda sheets for the board meeting. Which equipment/output device will you use for it?	Photocopier	Printer	Scanner	A/V equipment	2

6	While resolving the issues, what needs to be accessed:		Organization's knowledge base	Guidelines prescribed by the manager	Help from colleagues	2
7	Which component of a computer is depicted in the image:	CPU	RAM	Hard disk	Montior	1
8	Before uploading documents like blogs, pictures etc. to social media, they can be edited on:	Safari	Google chrome	MS Office	PC paintbrush	3
9	While creating a document, a secretary wants to update the multimedia settings. It can be updated by using:	Help and support	Google chrome	Calculator	Control panel	4
10	Name the device which is not a periphery for a computer:	Mouse	Keyboard	CPU	UPS	3

## Sample QB: Secretary (Viva)

S.no	Viva Question	Answer
1	What are the scope of shorthand or stenography? Give any two points.	<ol> <li>Efficiency in Note-Taking</li> <li>Confidentiality in Communication</li> <li>Specialized Application in Legal and Medical Fields</li> <li>Professional Development and Training Opportunities</li> </ol>
2	What are the uses of abbreviations? Give any two points.	<ol> <li>Efficiency in Writing</li> <li>Quick &amp; clear Communication</li> <li>Standardization</li> <li>Ease of Reading</li> <li>Professionalism</li> </ol>
3	What is the use of memory devices in computers? Give any two.	Data Storage     Quick Access     Processing Support     Multitasking
4	What is the role of control panel in any computer? Give any two.	Setting management     System Maintenance     User Interface

	Sample QB:Secretary (Practical)				
S.no	Practical Scenario	Rubrics			
1	started taking dictations using shorthand during an official meeting with the board members. The discussions was extremely important and confidential so to match the pace he used varied shorthand techniques like Logograms, Grammalogues and contractions. Mr. Sharma also checked accuracy and edited the meeting points in an appropriate manner. Demonstrate the steps.	Was the candidate able to use shorthand, can he prepare the text from shorthand and do corrections, if required.			
		Was the candidate aware when and where to use punctuations, alternative forms of R & L and diffrent types of vowels?			
		Was the canditdate able to justify the use of vowels in his dictations?			