

CBSE Class 12 Office Procedures and Practices 2022 - Set 348



Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 1.5 Hours

Maximum Marks: 30

General Instructions

- (i) Please read the instructions carefully.
- (ii) This question paper is divided into three sections: Section A, Section B and Section C.
- (iii) Section A carries 5 marks and has 6 questions on Employability Skills. Questions 1–4 carry 1 mark each; attempt any three. Questions 5 and 6 carry 2 marks each; attempt any one.
- (iv) Section B carries 17 marks and has 16 questions on Subject Specific Skills. Questions 7–13 carry 1 mark each; attempt any five. Questions 14–18 carry 2 marks each; attempt any three. Questions 19–22 carry 3 marks each; attempt any two.
- (v) Section C carries 8 marks and has 3 Competency-Based Questions. Questions 23–25 carry 4 marks each; attempt any two.
- (vi) Follow the instructions given in the respective sections.
- (vii) Marks allotted are mentioned against each section/question.

Section A

Answer any **3** questions out of the given **4** questions.
 $3 \times 1 = 3$

1. Define Entrepreneurial competencies.

2. Explain Fear of Failure.

3. Who ensures that environment friendly material is used to build houses and buildings ?

4. Name four ways to reduce Green House Gases.

Answer any **1** question out of the given **2** questions.
 $1 \times 2 = 2$

5. What do you mean by Specific and Measurable Goals ?

6. Explain the 4 R's of Sustainable Development.

Section B

Answer any 5 questions out of the given 7 questions.
 $5 \times 1 = 5$

7. What do you understand by the term Resolution ?

8. What is the meaning of Agenda ?

9. Explain E-ticket.

10. Which is the cheapest mode of transport ?

11. Who is a travel agent ?

12. What is a demand draft ?

13. Explain fixed deposits.

Answer any 3 questions out of the given 5 questions.
 $3 \times 2 = 6$

14. What is meant by Web Conferencing ?

15. Explain Minutes of a Meeting.

16. Explain the meaning and purpose of a Visa.

17. Give any two advantages of rail travel.

18. Explain ECS.

Answer any 2 questions out of the given 4 questions.
 $2 \times 3 = 6$

19. Why is it important to conduct a meeting ?
Give any six reasons.

20. Explain the different modes of travel.

21. What travel documents will a person need when going abroad ?

22. Explain any three common facilities provided by banks.

Section C

Answer any 2 questions out of the given 3 questions.

23. ABC Limited has started business on 1st January, 2022. Draft a Notice and Agenda for the first Board Meeting to be held at 10 a.m. on 15th January, 2022 in the Conference room of the Head Office.

24. The General Manager of Swastik Enterprises, New Delhi has to go to Mumbai in order to meet a client. As his Secretary, prepare his itinerary to be handed over to him before his departure on tour.

25. Explain the procedure of transferring funds through Internet banking.

- End of Question Paper -