

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

**Time: 60 minutes**

**Max. Marks: 40 Marks**

**Session: 2021-22**

**Instructions for Question Paper for Term -I Examination**

1. At the end of the first term, the Board will organize Term I Examination to be conducted between November-December 2021. Dates for conduct of examinations will be notified subsequently.
2. **The Question Paper contains two Parts A and B.**
3. The Question Paper will consist of 40 Questions and each question will carry one mark.
4. **Part A** has 30 questions. **Part B** has 10 questions. All questions are compulsory.
5. It will have Multiple Choice Questions (MCQ), Fill-ups MCQs, and Matching type MCQs, These questions will be on Knowledge, Understanding and Application based, Duration of test will be 60 minutes and it will cover only the rationalized syllabus of Term I only (i.e. approx. 50% of the entire syllabus).
6. Question Papers will be sent by the Punjab School Education Board, S.A.S. Nagar to schools along with marking scheme.
7. The responses of students will be captured on OMR sheets.
8. Marks of the Term I Examination will contribute to the final overall score of students.
9. **There is NO negative marking**

**Term- I**

**Unit Wise Division of marks**

Unit	Number of 1 mark questions	Total Questions
<b>Part A</b>		<b>30</b>
<b>Unit-I Introduction of Office</b>	<b>15</b>	
<b>Unit-II Office Management</b>	<b>11</b>	
<b>UNIT III: Automation</b>	<b>4</b>	
<b>Part B</b>		<b>10</b>
<b>Unit-VI Office Communications</b>	<b>6</b>	
<b>Unit-VII Business Letters Writing and E-mail Writing</b>	<b>4</b>	
<b>Total</b>	<b>40</b>	<b>40</b>