

Revision : 2016

Subject code : DSP 1647

IV SEMESTER DIPLOMA EXAMINATION IN SECRETARIAL PRACTICE

**WORD PROCESSING II**

**Part B – Word Processing**

MODEL QUESTION PAPER

*Duration : 30 minutes*

*Marks : 50*

**Question No. 1**

Prepare a Marksheet in the given format from the following information

MES HIGHER SECONDARY SCHOOL KOTTAKKAL, MALAPPURAM											
Reg.No.	Name	Malayalam		English		Science		Maths		Total	Result
		Mark	Grade	Mark	Grade	Mark	Grade	Mark	Grade		
1000	Sooraj	45		48		78		75			
1001	Vikas	75		56		81		46			
1002	James	25		49		70		19			
1003	Amritha	18		87		50		18			
1004	Soorya	76		92		19		13			
1005	Unni	88		27		88		18			
1006	Jacob	19		83		18		75			
1007	Basheer	84		73		73		19			
1008	Mohan	82		75		85		25			
1009	Arjun	81		74		80		27			

**Conditions for calculating Grade :**

1.  $\geq 90$  -A+
2.  $\geq 80$  -A,
3.  $\geq 70$  -B+
4.  $\geq 60$  -B
5.  $\geq 50$  -C+
6.  $\geq 40$  -C
7.  $\geq 35$  -D+
8.  $< 30$  -D

**Conditions for calculating Result :**

A student got "D" Grade in any subject is "Failed" and otherwise "Passed"