

This question paper contains 8 printed pages.]

4526

Your Roll No.
आपका अनुक्रमांक

B.A. Prog. / II **AS**
OFFICE MANAGEMENT AND
SECRETARIAL PRACTICE
(ENGLISH)

Paper II – Office Management and Stenography
(Admissions of 2004 and onwards)

Time : 3 Hours

Maximum Marks : 100

*(Write your Roll No. on the top immediately
on receipt of this question paper.)*

*(इस प्रश्न-पत्र के मिलते ही ऊपर दिए गए निर्धारित
स्थान पर अपना अनुक्रमांक लिखिए।)*

Note : *Answers may be written either in English or in
Hindi; but the same medium should be used
throughout the paper.*

टिप्पणी : *इस प्रश्न-पत्र का उत्तर अंग्रेजी या हिन्दी किसी एक भाषा में
दीजिए; लेकिन सभी उत्तरों का माध्यम एक ही होना चाहिए।*

Note : *The maximum marks printed on the question paper
are applicable for the students of Category 'B'.
These marks will, however, be scaled down
proportionately in respect of the students of*

[P.T.O.]

regular colleges, Category 'A' at the time of posting of awards for compilation of result.

प्रश्न-पत्र पर अंकित पूर्णांक श्रेणी 'B' के विद्यार्थियों के लिए अनुप्रयोज्य हैं। तथापि ये अंक नियमित कॉलेजों, श्रेणी 'A' के विद्यार्थियों के सम्बन्ध में उनके परिणाम के संकलन के लिए नियुक्त अधिनिर्णय के समय पर, उनके आनुपातिक रूप में कम होंगे।

Attempt any five questions in all, including question no. 1 which is compulsory. .

प्रश्न एक (1) जो कि अनिवार्य है को
मिलाकर कोई से चार प्रश्न कीजिए।

Part I (भाग क)

Office Management (कार्यालय प्रबंध)

1. Write short notes on any **three** :

11

- (a) Postal order
- (b) Promissory Note
- (c) Railway Receipt
- (d) Saving Bank Account
- (e) Facsimile Telegraphy

किन्हीं तीन पर संक्षिप्त टिप्पणी लिखिए :

- (अ) पोस्टल ऑर्डर
- (ब) वचन-पत्र
- (स) रेलवे रसीद
- (द) बचत बैंक खाता
- (य) फेसिमाइल टेलीग्राफी

2. What is an office ? Discuss the functions of an office.
3+10

कार्यालय क्या होता है ? कार्यालय के कार्यों का विवेचन कीजिए।

3. Describe the different steps involved in planning a filing system for a medium sized office. 13

एक मध्य आकार के कार्यालय में फाइल व्यवस्था के आयोजन के संबंध में उठाए जाने वाले विभिन्न कदमों की व्यवस्था कीजिए।

4. Which indexing method would you recommend for a Library ? 13

पुस्तकालय के लिए आप किस अनुक्रमणिका की सिफारिश करेंगे ?

5. Outline the function of dispatch section of mailing department. 13

डाक विभाग की प्रेषण शाखा के कार्यों की रूपरेखा बतलाइए।

6. State the essentials of good system of dealing with stationery. 13

एक श्रेष्ठ स्टेशनरी व्यवस्था के आवश्यक तत्व बतलाइए।

Part II

Stenography (English)

Note : (i) All the answers in this part should be written only in English.

(ii) Attempt any four questions in all including question no. 1 which is compulsory.

1. Attempt any **four** out of the following giving suitable examples : 11

- (a) What is stenography ?
- (b) What are the various divisions of consonants according to classification ? Group the consonants accordingly.
- (c) What is the difference between Diphthongs and Diphones.
- (d) Explain in brief the meaning of vowel and their uses in Pitman's Shorthand.
- (e) Give four examples where dot 'H' is used.

Principle	If-he-were
Pleasure	Why do you
Surprise	Better than
Thyself	Upon-their
Sure	In-their
Subjection	Your-last-letter
Ourselves	This-was

4. Write the following words in shorthand :

13 .

Usefulness	Laps
Backyard	Lover
Friendship	Sale
Sentiment	Ask
Minority	Trash
Occasionally	Radish
Fish	Overlook
Dash	Unload
Finish	Loud
Sweedish	Saloon

5. Write the following paragraph in shorthand : 13

The judge in-his charge to-the jury said : This poor boy's injury is very severe, and-if what-he states is right, it-was due to-the absence of a hooter on-the car which Robinson drove along the arcade at a very fast rate, his speed, if-we-can take-the story of-the police as correct, being at-least forty miles an hour, far too fast in so busy a thoroughfare. The boy says the car came on with a rush, no alarm was given, he-was struck and thrown with a force so terrific as to-break his right leg. If-you think his story is right, you-will give him damages. If-you assume his story is wrong, and-if it appears to-you the injury was caused by his own lack of vigilance, you-will refuse him the damages for-which he asks. You-must carefully weigh both-the boy's case and-the case as set out by Robinson and decide on-the facts as-they appear to-you.

