

[This question paper contains 8 printed pages.]

5520 ,

Your Roll No. ....

आपका अनुक्रमांक \_\_\_\_\_

B.A. (Prog.)/II

J

(R)

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

Paper II – Office Management and Stenography (English)

(Admissions of 2004 and onwards)

Time : 3 Hours

Maximum Marks : 75

समय : 3 घण्टे

पूर्णांक : 75

*Note :- The maximum marks printed on the question paper are applicable for the students of the regular colleges (Cat. 'A'). These marks will, however, be scaled up proportionately in respect of the students of NCWEB at the time of posting of awards for compilation of result.*

*(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 प्रश्नपत्र का उत्तर अंग्रेजी या हिन्दी किसी एक भाषा में दीजिए; लेकिन सभी उत्तरों का माध्यम एक ही होना चाहिए।*

P.T.O.

## PART I (Office Management)

## भाग I (कार्यालय प्रबन्ध)

Maximum Marks : 37<sup>a</sup>

पूर्णांक : 37

*Attempt any Four questions in all, including Question No. 6 which is compulsory.*

प्रश्न क्रमांक 6 जो कि अनिवार्य है  
को मिलाकर कोई से चार प्रश्न कीजिए।

1. What do you understand by form control ? What are the objects of form control ? (3+7=10)

फार्म-नियंत्रण से आप क्या समझते हैं ? फार्म-नियंत्रण के क्या उद्देश्य हैं ?

2. What are the objectives of mechanisation in the office ? How would you determine whether a particular machine is needed in the office ?

(5+5=10)

कार्यालय में मशीनीकरण के क्या उद्देश्य हैं ? आप किस प्रकार निर्धारित करेंगे कि एक विशेष मशीन कार्यालय में आवश्यक है ?

3. What is computer ? What are the advantages & limitations of computer ? (2+8=10)

कम्प्यूटर क्या है ? कम्प्यूटर के लाभ और सीमाएं बताएं।

4. What is the difference between Current Account and Saving Bank Account? Explain in detail. (10)

चालू खाता और बचत खाता में क्या अन्तर है, विस्तार पूर्वक बताएं।

5. "Office Management is the task of planning, co-ordinating and motivating the efforts of others towards the specific objectives in the office." Discuss.

(10)

"कार्यालय प्रबन्ध कार्यालय के विशिष्ट उद्देश्यों की पूर्ति के लिए दूसरे व्यक्तियों के प्रयत्नों के नियोजन, समन्वय व अभिप्रेरण का कार्य है।" विवेचन कीजिए।

6. Write short notes on any three :

(a) Bank Draft

(b) Bearer Cheque

(c) Bill of Exchange

(d) Bill of Lading

(e) Board of Directors

(7)

निम्नलिखित में से किन्हीं तीन की संक्षिप्त व्याख्या कीजिए :

(क) बैंक ड्राफ्ट

(ख) वाहक चेक

(ग) विनिमय का बिल

(घ) लदान का बिल

(ङ) संचालक मण्डल

**PART II (भाग II)**  
**Shorthand (English)**

*Maximum Marks : 38*

*All the answers in this Section should  
be written only in English.*

*Attempt any four questions in all,  
including Question No. 1 which is compulsory.*

*No. 1 is Compulsory.*

1. Explain any four of the following, giving suitable examples :
  - (i) Write outlines of four words where half size stroke is joined, for ted and ded.
  - (ii) What is Shorthand ?
  - (iii) Explain two compound consonants.
  - (iv) Tick H
  - (v) When is the doubling principle not employed ?
  - (vi) Explain the definition of vowels. (8)
  
2. Fill in the blanks with appropriate words given in the brackets : (10)
  - (i) Shorthand outlines should be written \_\_\_\_\_  
(too large/too small/neither too large nor too small).

- (ii) The secret of success in Shorthand is \_\_\_\_\_  
(training/practice)
- (iii) A prefix or suffix \_\_\_\_\_ attached to a contracted outline. (may be/may not be)
- (iv) Writing of any stroke in \_\_\_\_\_ the size of its normal length is called halving principle.  
(half/double)
- (v) A large initial hook is attached \_\_\_\_\_ the curved strokes represent the sound of 'L'.  
(outside/inside)
- (vi) A right semicircle for 'W' is written \_\_\_\_\_ with K, G, M, R. (Initially/medially/finally)
- (vii) Medially or finally a large circle represents the sound of \_\_\_\_\_. (SW/SS or SZ)
- (viii) When R follows another stroke and is hooked finally, it is generally written \_\_\_\_\_.  
(upward/downward)
- (ix) In Phraseography, the tick for 'the' is \_\_\_\_\_ used initially. (always/never)
- (x) A final hook \_\_\_\_\_ (can/cannot) be employed when the word ends with a vowel sound.

3. Write the following words in shorthand : (10)

(a) Narrate \_\_\_\_\_

(b) Dark \_\_\_\_\_

(c) Norwich \_\_\_\_\_

(d) Beverley \_\_\_\_\_

(e) Desirable \_\_\_\_\_

(f) Specialize \_\_\_\_\_

(g) Forcible \_\_\_\_\_

(h) Tortoiseshell \_\_\_\_\_

(i) Honourable \_\_\_\_\_

(j) Circle \_\_\_\_\_

4. Write the following grammalogues/phrases in Shorthand :

(i) More \_\_\_\_\_

(ii) Sure \_\_\_\_\_

(iii) Which have \_\_\_\_\_

(iv) Within \_\_\_\_\_

(v) Significant \_\_\_\_\_

(vi) Information \_\_\_\_\_

- (vii) Yours truly \_\_\_\_\_
- (viii) I believe \_\_\_\_\_
- (ix) Improvement \_\_\_\_\_
- (x) Importance \_\_\_\_\_

5. Write the following paragraph in shorthand, only essential vowel signs need be shown.

*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.*

(10)

6. Transcribe (Write in English) the following Paragraph :  
(10)

