

[This question paper contains 7 printed pages.]

5521

Your Roll No.

आपका अनुक्रमांक _____

B.A. (Prog.) / II / NS

J

(R)

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

Paper II – Office Management and Stenography (English)

(NC – Admissions of 2004 & 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 (भाग I)

Office Management

(कार्यालय प्रबन्ध)

Maximum Marks : 37

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 is meant by centralised filing system ? Discuss its merits and demerits. (10)

केन्द्रीय फाइलिंग व्यवस्था का क्या अर्थ है ? इसके गुण तथा दोषों का विवेचन कीजिए।

2. Do you think that centralisation of mailing department will improve the efficiency in handling mail ? Also explain the advantages of centralised mail handling. (10)

क्या आप सोचते हैं कि डाक विभाग के केन्द्रीयकरण से डाक व्यवस्था की कुशलता में सुधार होगा ? केन्द्रीय डाक व्यवस्था के लाभों का वर्णन करें।

3. What are the advantages and limitations of office forms ? (10)

कार्यालय फार्मों के लाभ तथा सीमाओं का वर्णन करें।

4. Which principles should be kept in mind by the store-keeper for stationery issue system. (10)

स्टेशनरी के निर्गमन की एक अच्छी व्यवस्था बनाने के लिए स्टोर कीपर को कौनसे सिद्धान्तों को ध्यान में रखना चाहिए।

5. Write a short note on Virus. Also explain the working of Mouse. (10)

वाइरस पर एक संक्षिप्त टिप्पणी लिखें। साथ ही साथ माउस किन कार्यों के लिए काम में आता है।

6. Write short note on any three :

(a) Bearer Cheque

(b) Endorsement

(c) P.C.O.

(d) Quorum

(e) Typing Pool

(7)

निम्नलिखित में से किन्हीं तीन की संक्षिप्त व्याख्या कीजिए -

- (क) वाहक चैक
- (ख) पृष्ठांकन
- (ग) पी. सी. ओ.
- (घ) गणपूर्ति
- (ङ) टाइपिंग संघ

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.*

1. Explain any four of the following, giving suitable examples : (8)
 - (i) Definition of Phraseography
 - (ii) Use of L Hook

- (iii) Syllable - NER
- (iv) Give two examples of Prefix
- (v) What is Shorthand
- (vi) What is Grammalogues
2. Fill in the blanks with suitable words given in the brackets : (10)
- (i) Strokes when joined must be written _____
(with/without) lifting the pen.
- (ii) The strokes are _____ (twenty-two/twenty-six) in number.
- (iii) Thick strokes are never written _____
(upward/downward).
- (iv) The sound of Z initially must be represented by the _____ (circle/stroke) Z.
- (v) A large initial circle, written with the same motion as the circle S, represents the double consonant _____ (SW/SS).
3. Write the following words in shorthand : (10)
- (i) Access _____ (ii) answer _____

- | | | | |
|-------------------|-------|--------------------|-------|
| (iii) loser | _____ | (iv) tacit | _____ |
| (v) source | _____ | (vi) Successive | _____ |
| (vii) Unnecessary | _____ | (viii) Insist | _____ |
| (ix) Purpose | _____ | (x) Sweet-smelling | _____ |

4. Write the following grammalogues/phrases in shorthand : (10)

- | | |
|------------------------|-------|
| (i) I am surprised | _____ |
| (ii) Several | _____ |
| (iii) Lord | _____ |
| (iv) this is | _____ |
| (v) Improvement | _____ |
| (vi) Which | _____ |
| (vii) beyond | _____ |
| (viii) Year | _____ |
| (ix) All circumstances | _____ |
| (x) Within | _____ |

5. Write the following paragraph in shorthand. Only essential vowel signs need be shown : (10)

We-thank-you for-your communication and instruction regarding-the lightning conductors for-the new Conservative Club in Conway Road. The slight misconception has-now been removed, and your recommendations shall-be carefully considered. We-are having-the corner-stones inscribed this week, and-we-have-no-doubt that-you-will-find-the inscription will satisfy you. We suggest for-your consideration that-it-would-be instructive and useful to-hove a translation of-the Latin inscription printed and circulated before-the opening ceremony. You-will-not consider us selfish if-we arrange for a photograph of-the ceremony showing our name as contractors for-the work.

6. Transcribe (Write in English) the following paragraph :

(10)