

This question paper contains 8 printed pages.]

4527

Your Roll No.
आपका अनुक्रमांक

B.A. Prog. / II

AS

(I)

**OFFICE MANAGEMENT AND
SECRETARIAL PRACTICE**

**Paper II – Office Management and Stenography
(English)**

(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 the regular
colleges Category 'A'. These marks will, however,*

[P.T.O.]

be scaled up proportionately in respect of the students of NCWEB at the time of posting of awards for compilation of result.

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

Part I (भाग I)

Office Management (कार्यालय प्रबंध)

Maximum Marks : 50

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

प्रश्न क्रमांक 1, जो कि अनिवार्य है, को
मिलाकर कोई से चार प्रश्न कीजिए।

1. Write short notes on any **three** : 11
- (a) Typing Pool
 - (b) Stenographic Machine
 - (c) Debit Note
 - (d) Endorsement
 - (e) E-Commerce

किन्हीं तीन पर संक्षिप्त टिप्पणी लिखिए :

- (अ) टाइपिंग संघ
- (ब) आशुलिपि मशीन
- (स) ऋण नोट
- (द) पृष्ठांकन
- (य) इलेक्ट्रॉनिक कॉमर्स

2. List in detail the various points to which attention should be given in designing forms. 13

फार्मों का डिजाइन बनाते समय ध्यान में रखी जाने वाली बातों का विस्तारपूर्वक सूचीकरण कीजिए।

3. Discuss different methods of duplication. 13

बहु-प्रतिलिपिकरण के विभिन्न ढंगों की विवेचना कीजिए।

4. Explain characteristics of computers. 13

कम्प्यूटर की विशेषताओं का वर्णन कीजिए।

5. What is the utility of the Cash Register and Book Keeping machines in offices and how are they used? 13

कैश रजिस्टर तथा हिसाब-किताब करने वाली मशीनों की दफ्तर में क्या उपयोगिता है और उन्हें कैसे प्रयोग किया जाता है ?

6. "All office work is unproductive." Comment on the above statement. 13

“कार्यालय का समस्त कार्य अनोत्पादक होता है।” उपरोक्त कथन पर टिप्पणी कीजिए।

Part II

Stenography (English)

Maximum Marks : 50

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) Explain the rules for writing upward and downward forms of stroke 'L'.
- (b) Meaning of Consonants.
- (c) Give four examples where suffix “- ment” is indicated by half-lengthed N stroke.
- (d) Explain the circumstances under which doubling principle is not employed.

- (e) Give four examples of medial W.
- (f) State how SHUN is written following 's' or 'ns' circle.

2. Fill in the blanks with suitable words given in the brackets : 13

- (a) The four strokes M, N, L, R are halved and thickened for the addition of _____ (T/D).
- (b) Give four words where - Mental, ly-ity are expressed by a disjoined ___ mnt.
- (c) A semicircle is employed medially as an alternative to the stroke _____ (w/wh).
- (d) The half-length 2 st may be written downward or upward after _____ (st loop / shun).
- (e) Half-length h, when not joined to another stroke, is always written _____ (upward/downward).

3. Write the following Grammalogues and Phrases in shorthand : 13

Subjective	Has to be there
Northern	If it is not
Pleasure	Is as
However	If-you-were

Belief	To-him
Remember	You-were
Owing	How-can-they
Selfishness	We-are-able-to
Opportunity	With-you
Near	As well as

4. Write the following words in shorthand : 13

While	Inhabit
Raves	Transit
Alike	Magnetize
Observer	Magnanimity
Enhance	Champion
Jehovah	Serial
Accentuation	Hogshead
Seeker	Tasker
Greet	Reciter
Hafts	Sever

5. Write the following paragraph in shorthand : 13

We-have to hand today, under last Wednesday's date, another copy of-the wonderful catalogue issued by Crowder and Sanderson. Their motor cycle department rather appeals to-the boys in-this school, and we-have, therefore, sent word that-we should like several extra copies of-the catalogue. The new leather belt, just over a yard in length, for use with a waterproof coat, seems wonderfully cheap. There-is, also, a rather attractive lamp, with silvered reflector, suitable for any holder, and-this should take well with-the boys. These people are enterprising. They are inventors as-well-as dealers, and-therefore, we should be able-to rely upon-their motor fitting being absolutely up to date.

6. Write the following paragraph in English :

13

میں نے ایک شخص کو دیکھا جو کہ
بہت ہی غریب تھا۔ اس کا گھر
بہت چھوٹا تھا۔ اس کی بیوی
بہت ہی بیمار تھی۔ اس کے
بچے بہت ہی دکھ میں تھے۔
ان بچوں نے بازار میں
دوا خریدی۔ وہ دوا
بہت ہی مہنگی تھی۔
ان بچوں نے دوا
گھر لائی۔ اس شخص
کی بیماری ختم ہو گئی۔
اس شخص کو
بہت ہی دولت ملی۔
اس نے ایک بڑا گھر
خرید لیا۔ اس شخص
بہت ہی خوش تھا۔
ان بچوں کو
بہت ہی اچھا
زندگی گزارنی پڑی۔