

This question paper contains 7 printed pages.]

Your Roll No.

9980

B.A. (Programme) / II B

(T)

**OFFICE MANAGEMENT AND SECRETARIAL
PRACTICE**

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

(Admissions of 2004 and onwards)

Time : 3 Hours

Maximum Marks : 75

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

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

टिप्पणी : (i) प्रश्नपत्र पर अंकित पूर्णांक नियमित कॉलेजों (श्रेणी 'A') के विद्यार्थियों के लिए अनुप्रयोज्य हैं। तथापि ये अंक, NCWEB के विद्यार्थियों के संबंध में उनके परिणाम के संकलन के लिए नियुक्त अधिनिर्णय के समय पर, उनके आनुपातिक रूप में अधिक होंगे।

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

Part – I

Max. Marks : 37

Office Management

भाग – I

(कार्यालय प्रबन्ध)

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

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

1. Write short notes on any **three** : 7
- (a) Credit Note
 - (b) P.B.X.
 - (c) PAN
 - (d) Quorum
 - (e) Value Payable Post
 - (f) Power of Attorney

संक्षिप्त व्याख्या कीजिए किन्हीं तीन :

- (a) जमा नोट
- (b) पी.बी.एक्स.
- (c) पेन
- (d) गणपूर्ति
- (e) वी.पी.पी.
- (f) पॉवर ऑफ अटॉर्नी

2. "The office is to business what the main spring is to a watch." Explain. 10

"व्यापार के लिए कार्यालय वही है जो कि घड़ी के लिए मुख्य स्प्रिंग है।" व्याख्या कीजिए।

3. Write a short note on Virus. 10
वाइरस पर एक संक्षिप्त टिप्पणी लिखें।

4. What do you understand by good filing system ? Discuss the modern methods of filing in brief. 10

श्रेष्ठ फाइल प्रणाली से आपका क्या अभिप्राय है ? फाइल व्यवस्था करने के आधुनिक ढंगों की संक्षेप में विवेचना कीजिए।

5. Discuss the advantages and disadvantages of centralisation of duplication service in modern office. 10

एक आधुनिक कार्यालय में बहु-प्रतिलिपिकरण के केन्द्रीयकरण के लाभ व दोषों का विवेचन कीजिए।


6. Discuss problems involved in control of office stationery. 10

दफ्तरी लेखन-सामग्री के नियंत्रण से सम्बन्धित समस्याओं की विवेचना कीजिए ।

Part – II **Max. Marks : 38**

Stenography (English)

- Note :**
- (1) " All the answers in this part should be written only in English.
 - (2) Attempt any four questions in all including question No. 1 which is compulsory.

1. Attempt any four out of the following, giving suitable examples : $4 \times 2 = 8$
 - (a) Give four examples where  m is thickened for the addition of p or b.
 - (b) Give four words where N and F hooks used in Phraseography.
 - (c) Where STR loop is not used.
 - (d) Explain circle S and Z.
 - (e) What is Phraseography ?
 - (f) What are the rules for writing general contractions ?

2. Fill in the blanks with suitable words given in the brackets : 10

- (a) A small final hook adds _____ to curves. (N/F or V)
- (b) – Logical and – logically are expressed by a disjoined _____ (L/J).
- (c) Two Vowels occur consecutively, each being separately pronounced is called a _____ (Diphonic/Diphthong).
- (d) The doubling principle is _____ in phraseography. (not employed/employed).
- (e) Where the half-length $r \perp$ would stand alone the stroke 't' _____ written. (Must be/Must not be).

3. Write the following Grammalogues and Phrases in shorthand : 10

| | |
|----------------|--------------------|
| Nor | I shall be glad |
| Towards | If he were |
| Gentleman | At all times |
| Liberty | Too much |
| Delivery | How much |
| Inscription | Upon their |
| Influence | In their |
| Deliverance | If you should know |
| Generalization | With you |
| School | Of him |

4. Write the following words in shorthand : 10

| | |
|------------|--------------|
| Race horse | Tightness |
| Mahogany | Dwelt |
| While | Twilight |
| Worry | Postman |
| Loafer | Arrangement |
| Post card | Deserve |
| Ceremony | Clerical |
| Certainly | Eventually |
| Rents | Perpetuation |
| Circle | Offspring |

5. Write the following paragraph in shorthand : 10

Truth has-been divided into three kinds: truth about things; truth of-thought about things; and truth in-the accurate expression of-thought about things. According to ancient authorities, truth could-be said to be a correspondence between thought and thing. It-seems perfectly easy for anyone to-think accurately about a thing with-which he-is quite well acquainted. But-the case is-not quite so simple as-that, and-there-is, without doubt, a great-deal to be said before it-can-be called simple. 'Suppose an unfortunate accident occurred in a London street, and-that six people witnessed the accident, and-were asked to-relate exactly what had happened. It-is quite certain that-we should receive different accounts from each of-them. The result would-not-be a correspondence between thought and-the thing thought about; and so-the statements would-not-be true. It-is to be regretted that limited space prevents a more extended argument, though we could extend it if-we cared to-do so.

6. Write the following paragraph in English :

10
