

[This question paper contains 8 printed pages.]

1262

Your Roll No.

B.A. (Programme) / II

C

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.

P.T.O.

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 अंग्रेज़ी 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. 6 which is compulsory.

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

“Office Work has often been described as non-productive and yet it has played a vital part in increasing economic prosperity.” Discuss. (10)

कार्यालय के कार्य को सामान्यतः अनुत्पादक कहा जाता है तथा फिर भी इसने आर्थिक समृद्धि को बढ़ाने में महत्त्वपूर्ण भूमिका निभाई है।”
विवेचन कीजिए।

2. Discuss briefly the methods of classification of files. (10)

फाइलों के वर्गीकरण की पद्धतियों का संक्षेप में वर्णन करें।

3. What are the advantages and disadvantages of Card Indexing? (10)

कार्ड अनुक्रमणिका के लाभ-हानियों का वर्णन करें।

4. What is Accounting machine? What are its advantages and disadvantages? (10)

खाता बही लेखन मशीन किसे कहते हैं? इनके लाभ-हानियों का वर्णन करें।

5. What are the advantages and limitations of Computers? (10)

कम्प्यूटर के उपयोग से लाभ-हानियों का वर्णन करें।

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

(a) Open shelf filing

(b) Promissory Note

(c) Facsimile Telegraphy

(d) Follow-up

(e) Office stationery (7)

निम्नलिखित में से किन्हीं तीन की संक्षिप्त व्याख्या कीजिए :

(क) खुली खानेदार अलमारी

(ख) वचन - पत्र

(ग) फेसिमाइल टेलीग्राफी

(घ) पीछा करना

(ङ) कार्यालय स्टेशनरी

PART – II (Max. Marks : 38)
Shorthand (English)

*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 :

(a) Definition of vowels

(b) Dot H

- (c) Where Halving principle is not employed
- (d) Write down the four outlines where doubling principle is employed.
- (e) Extended use of angular sign.
- (f) Give four outlines where Prefixes is employed. (8)
2. Fill in the blanks with appropriate words given in the brackets :
- (a) The halving principle is used in phraseography to represent _____. (it, not their, there)
- (b) The n stroke is halved and thickened for the addition of _____. (d/t).
- (c) A semicircle is employed medially as an alternative to the stroke _____. (w/wh)
- (d) Logograms may be used as _____.
(prefixes or suffixes/only prefixes)
- (e) If —ment sign does not join easily, the contracted form y may be used. (Yes/No) (10)
3. Write the following words in shorthand : (10)
- (a) Preferred _____

- (b) Named _____
- (c) Progressionist _____
- (d) Coloured _____
- (e) Elm _____
- (f) Shallow _____
- (g) Stale _____
- (h) Fitzhugh _____
- (i) Harm _____
- (j) Observer _____

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

- (a) Member _____
- (b) Circumstance _____
- (c) Belief _____
- (d) Instructive _____
- (e) Inscribe _____
- (f) Sent _____
- (g) Yard _____

- (h) Valuation _____
(i) Opinion _____
(j) However _____

5. Write the following paragraph in Shorthand. only essential vowel signs need be shown. (10)

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 fittings being absolutely up to date.

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

