

[This question paper contains 8 printed pages.]

1261

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) Answers may be written either in English or in Hindi;
but the same medium should be used throughout the
paper.*

*(ii) 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.*

P.T.O.

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

(ii) 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।

PART – 1 (Office Management)

भाग – I (कार्यालय प्रबन्ध)

Max. Marks : 37

पूर्णांक : 37

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)

संक्षिप्त व्याख्या (तीन) :

(a) Bill of Exchange

विनिमय का बिल

(b) Certificate of Posting

डाक प्रमाण-पत्र

(c) Bearer Cheque

वाहक चैक

(d) Bill of Lading

लादान का बिल

(e) Cash Credit

नकद ऋण

2. What do you mean by Indexing ? Give its importance.
(3+7)

अनुक्रमणिका से आपका क्या अभिप्राय है ? इसका महत्त्व बताइए ।

3. "Unless full use is made of office machines, its purchase is not justified." Comment on this statement and describe the critical factors in the selection of office machines analytically. (10)

“जब तक दफ्तरी मशीनों का पूरा-पूरा उपयोग न किया जाए, इनकी खरीदारी न्यायोचित नहीं होती।” इस कथन पर टिप्पणी कीजिए और इन मशीनों के चुनाव में निर्णायक तत्त्वों का विश्लेषणात्मक वर्णन कीजिए ।

4. What do you understand by the term record management? What are the essential of an efficient system of record management? (10)

रिकार्ड-प्रबन्धन से आप क्या समझते हैं? कुशल रिकार्ड प्रबन्धन प्रणाली के क्या आवश्यक तत्व हैं?

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

कम्प्यूटर के लाभ और सीमाएं बताएं।

6. Outline an efficient system of dealing with incoming mail. What special precautions should be taken in incoming mail containing cash, cheques, postage stamps? (10)

आने वाली डाक की कुशल व्यवस्था की रूपरेखा दीजिए। यदि आने वाली डाक के साथ रोकड़, चैक व डाक टिकट आते हों तो क्या विशेष सावधानियां बरतेंगे?

PART – II (Max. Marks : 38)

Stenography (English)

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 :

(a) State the circumstances where halving principle is not employed.

(b) What are the rules for writing General Contractions ?

(c) Give four words where hook F/V can be used in Phraseography.

(d) Use of Upward 'R'.

(e) What is the difference between Diphthongs and vowels ?

(f) Explain -vation and -vition. (2×4=8)

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

(a) After _____ R. suffix —ing is indicated by a dot. (upward/downward)

(b) Prefix Magna-, Magne-, Magni- is indicated by _____ . (Joined M. Disjoined M)

(c) How a medial com-, con- is represented (by con-dot. by writing in close proximity)

(d) At which place the word 'Metre' will be written ?

_____ (Second Place/Third Place)

(e) Stroke 'L' when standing alone is doubled for

_____ only. (Tr/Dr)

3. Write the following Grammalogius and Phrases in Shorthand : (10)

Shalt	That was
Sent	I know there is
Yard	This word
Within	If-it-is-not
Valuation	If-it
Thus	Is to be
Special	Dear Sir
Pleasure	There is no more
Number	This is
Spirit	At first

4. Write the following words in Shorthand : (10)

Hesitatingly	Educationist
Receptionist	Preferred
Field	Vulgar

Skilled	Wall
Self-defence	Against
Accompany	Experience
Inhuman	Summ
Self-made	Civilize
Facility	Fantastic
Rail	Monster

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. Bul-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)

