

This question paper contains 4+2 printed pages]

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S. No. of Question Paper : 2056-A

Unique Paper Code : 241457

C

Name of the Paper : Office Management & Secretarial Practice

Name of the Course : B.A. (Programme)

Semester : IV

Duration : 3 Hours

Maximum Marks : 75

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

All the answers should be written only in English

Attempt any *five* questions including Question No. 1 which is compulsory.

1. Explain any *Five* of the following, giving suitable examples : [3×5=15]

- (a) Explain intervening vowels.
- (b) Loop ST and STR.
- (c) Large Circles in phraseography.
- (d) Difference between Diphthongs and Diphones.
- (e) When 'Shun' follows the circle 's' or circle 'ns', how is it presented ?
- (f) Prefix con., conn., com., comm.
- (g) What is halving principle and when it is employed ?
- (h) Rules of Doubling principle in straight strokes.

P.T.O.

2. Fill in the blanks with appropriate word given in the bracket : [15]

- (i) _____ signs can be attached with the strokes initially and finally.
(diphthong/diphones)
- (ii) The shun hook _____ used medially. (may be/may not be)
- (iii) A large initial circle, written with the same motion as the circle S, represents the double consonants _____. (SW/SS)
- (iv) A final hook _____ be employed when the words ends with a vowel sound.
(can/cannot)
- (v) Half-length forms should not be written _____ the line. (through/above)
- (vi) _____ is indicated by a dash. (ing/ings)
- (vii) Prefix 'self' is represented by a _____ circle written close to the stroke in the second vowel place. (joined/disjoined)
- (viii) The 'ST' and 'STR' loops attached to straight strokes should be written in _____ motion. (clockwise/anticlockwise).
- (ix) The shun hook is written with the left motion after the forms _____ (LK, LG/FK,FG).
- (x) When 'R' follows another stroke and is hooked finally, it is generally written _____.
(upward/downward).

3. Write the following Grammalogues/Phrases in shorthand :

[15]

1. Information
2. Circumstance
3. Significance
4. Ourselves
5. Satisfaction
6. Remarked
7. However
8. In our view
9. He should know
10. That was
11. If it is
12. Better than
13. Dear Sir
14. Last week
15. Which have

P.T.O.

4. Write the following words in shorthand :

[15]

1. Sensational
2. Answer
3. Tightness
4. Hotly
5. Unnecessary
6. College
7. Pondered
8. Recognize
9. Earth
10. Manhood
11. Desirable
12. Sugar
13. Caused
14. Circle
15. Self-control

5. Write the following paragraph in shorthand, only essential vowel signs need be

shown :

[15]

The judge *in-his* charge to-the jury said : *This* poor boy's injury is very severe, *and-if what-he* states is right, *it-was* due to-the absence of a hooter *on-the* car which Robinson drove along-the arcade at a very fast rate, *his* speed, *if-we-can* take-the story *of-the* police as correct, being at-least forty miles *an hour*, far too fast in so busy a thoroughfare. *The* boy says *the* car came on with a rush, no alarm was given. *he-was* struck *and-thrown* with a force so terrific as to-break *his* right leg. If-you think *his* story is right, you-will give him damages. If-you assume *his* story is wrong, *and-if* it appears to-you the injury was caused by *his own* lack of vigilance, you-will refuse him the damages for-which he asks. You-must carefully weigh both-the boy's case *and-the* case as set out by Robinson *and* decide *on-the* facts as-they appear to-you.

P.T.O.

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

[15]

Handwritten Arabic script, likely a paragraph of text, consisting of approximately 10 lines of cursive writing.