

This question paper contains 4+2 printed pages]

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S. No. of Question Paper : 2056

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 :

[5×3=15]

(a) How many long vowels are there in Pitman Shorthand ?

(b) What is Shorthand ?

(c) What is 'Diphthongs' ? Give examples of each.

(d) Can the 'N' hook be used medially ? If yes, give examples.

P.T.O.

- (e) State how SHUN is written following 's' or 'ns' circle. Explain with examples.
- (f) What are the rules for halving one syllable words ?
- (g) Rules for use of 'NER' syllable in Shorthand.
- (h) When the doubling principle is not employed ?

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

- (i) When attached to simple straight strokes (other than t, d, j), the shun hook is written on the side opposite to the ..... (last vowel/ initial attachment)
- (ii) Circle 's' .....be added to the shun hook, (can/. cannot)
- (iii) A semicircle is used ..... for the stroke, (initially/medially/finally)
- (iv) After 'D', SH is written ..... (downward/upward)
- (v) Stroke 'M' is thickened and halved, for.....(t/d).
- (vi) Stroke 'L' standing alone is doubled for.....only. (tr/dr)
- (vii) Suffix-mental, -mentally is expressed by.....mnt.(disjoined/joined)
- (viii) The direction of diphthong 'U'..... changed.(can be/cannot)

(ix) 'Hope' in phraseography is represented by .....stroke. (p/hp)

(x) The sign used for a phrase is called.....

(phraseography/phraseogram)

3. Write the following words in Shorthand :

[15]

(a) Window

(b) Comb

(c) Pure

(d) Scarcely

(e) Career

(f) Marshall

(g) Dark

(h) Stoker

(i) Spray

(j) Yawner

(k) Learn

- (l) Farmers
- (m) Accession
- (n) Roarer
- (o) Hive

4. Write the following grammalogues/phraseography in shorthand :

[15]

- (a) They are
- (b) Of him
- (c) You were
- (d) I hope
- (e) To us
- (f) As we can
- (g) Itself
- (h) However
- (i) Importance
- (j) Under

(k) Spirit

(l) Selfishness

(m) That was

(n) Upon their

(o) In their

5. Write the following paragraph in shorthand : [15]

*In 1858 was set up a Royal Commission on popular education in all-the nation. The commissioners, at their discretion, were to arrange examinations; to obtain information from every direction, to-the exclusion of none; to-call-upon physicians, musicians and educationalists of-every class; to-take depositions when necessary; and, briefly, to-review the general situation, so-as-to secure satisfaction, beyond all mere generalization, and show if there-had-been progression or retrogression. The commissioners' work was sensational in-the facts brought out. There-was ample justification for the commission, and the adoption of the commissioners' advice was followed by an alteration in-the general scheme of national education.*

P.T.O.

6. Write the following paragraph in English :

[15]

... ۱۳۷۰ هـ ...  
 ... ۱۳۷۰ هـ ...  
 ... ۱۳۷۰ هـ ...  
 ... ۱۳۷۰ هـ ...  
 ... ۱۳۷۰ هـ ...  
 ... ۱۳۷۰ هـ ...  
 ... ۱۳۷۰ هـ ...  
 ... ۱۳۷۰ هـ ...  
 ... ۱۳۷۰ هـ ...