

This question paper contains 4+2 printed pages]

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S. No. of Question Paper : 5399

Unique Paper Code : 241457 D

Name of the Paper : OMSP Stenography (English) 2(b)

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

Office Management and Secretarial Practice

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.

Section A is compulsory.

Attempt any *four* questions from Section B.

All questions carry equal marks.

Section A

1. Explain any *three* of the following, giving suitable examples : 3×5=15
- (a) Explain the cases where 'H' upward is used.
- (b) What is Grammalogues ?

P.T.O.

- (c) Give *four* words where 'N' and 'F' hooks are used in phraseography.
- (d) Explain circle 'S' and 'Z'.
- (e) What is the difference between a prefix and a suffix ?

Section B

2. Fill in the blanks with appropriate word given in the bracket : 15
- (i) Writing of any stroke in the size of its normal length is called halving principle. (half/double)
- (ii) A final hook (can/cannot) be employed when the word ends with a vowel sound.
- (iii) A semicircle is employed as an alternative to the stroke 'W'.
(medially/initially).
- (iv) Tick for 'the' must never be used (initially/finally).
- (v) 'Z' in the beginning is represented by (stroke/circle)
- (vi) The vowel signs which are put on the left side of up and down strokes are called vowels. (preceding/proceeding).

(vii) When initially preceded by a vowel and followed by a horizontal stroke 'L' is written (upward/downward).

(viii) Circle 'S' is written angles formed by two straight strokes. (outside/inside).

(ix) K/G is a stroke. (horizontal/vertical).

(x) 'R' is thickened and halved for (D/T).

3. Write the following words in Shorthand :

15

(a) Minister

(b) Specialize

(c) Pencil

(d) Cost

(e) Forty

(f) Hardware

(g) Census

(h) Hoaxing

P.T.O.

- (i) Star
- (j) Otherwise
- (k) Whistle
- (l) Axis
- (m) Earth
- (n) Warfare
- (o) Authorization.

4. Write the following Grammalogues/Phrases in shorthand :

15

- (a) As we have
- (b) I had been
- (c) If he
- (d) I have the
- (e) Influenced
- (f) During
- (g) Remarked
- (h) Generalization

- (i) In our
- (j) Better than
- (k) Why do you
- (l) Speak
- (m) Dr.
- (n) People
- (o) Northern.

5. Write in shorthand of the following passage :

15

The food eaten by man bears something like-the same relation to-his power of working as-the coal thrown into-the furnace bears to-the engine which drives the rotary press, or draws the train. The power in-our arms or in-our brains is rightly said to be produced in-our stomach, and it-is from-the same organ we drive the force necessary to-rouse us to severe exertion in-the earning of-the wage or salary we receive for our services. Something of-the value of-our work rests upon-the strength producing value of-our food. At-all-costs, and by-all-means, we should take measures to ensure-the food value of everything we eat.

6. Write the following paragraph in English :

15

١- انا من مدينة القاهرة
 ٢- انا من مدينة القاهرة
 ٣- انا من مدينة القاهرة
 ٤- انا من مدينة القاهرة
 ٥- انا من مدينة القاهرة
 ٦- انا من مدينة القاهرة
 ٧- انا من مدينة القاهرة
 ٨- انا من مدينة القاهرة
 ٩- انا من مدينة القاهرة
 ١٠- انا من مدينة القاهرة