

This question paper contains 4+2 printed pages]

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S. No. of Question Paper : 5400

Unique Paper Code : 241457

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* rules giving suitable examples :

3×5=15

(a) Alternative forms of Fr/Vr/FL/VL.

(b) Rules for employing circle 'S' to straight and curved strokes.

(c) Explain the rules for doubling a straight/curve stroke.

(d) Explain any *three* compound consonants.

(e) Briefly mention the principles of 'Halving', using suitable examples.

P.T.O.

Section B

2. Fill in the blanks with suitable words given in bracket : 15

(a) A small final hook written inside the curve adds.....to a curved stroke.
(N/L/F/V)

(b) In phraseography the tick for 'the' is always written.....
(Initially/Finally)

(c) A small initial hook written with.....motion adds 'L' to straight strokes.
(Left/Right)

(d) A right semi-circle for 'W' is used..... (initially/medially/finally)

(e) A large initial hook to stroke 'L' represents..... (W/Wh)

(f) The light sound of 'NS' after curve strokes is represented by.....
(N hook and circle 's'/N stroke and circle 's')

(g) Half length consonants with 3rd place vowel are written.....the line.
(on/above/through)

(h) The circle in words like 'Tasker' is written with the.....motion.
(Left/Right)

(i) Consonant 'L' is doubled for..... only. (Tr/Dr)

(j) 'R' after two upstrokes is written..... (upwards/downward)

3. Transcribe the following words in shorthand :

(a) Parallel

(b) shamelessly

(c) prepare

(d) Inhuman

(e) drawings

(f) freehold

(g) poisonous

(h) Neither

(i) Legal

(j) matter

(k) church

(l) attenuate

(m) justified

(n) transit

(o) angry


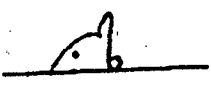

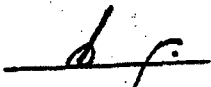
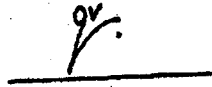
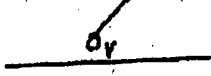
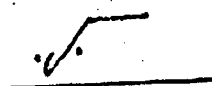
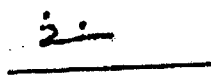
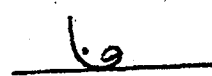
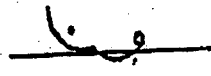


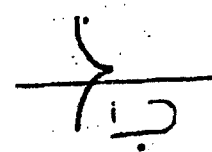
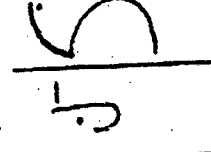


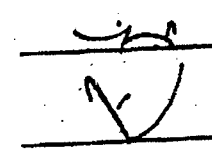
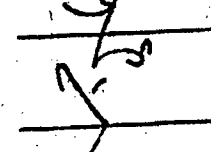


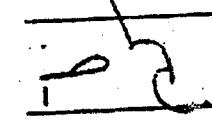
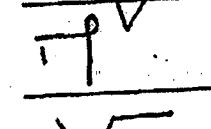

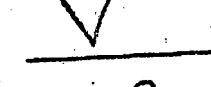

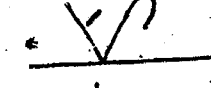




4. Write the following Grammalogues/Phrases in shorthand :

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- (a) Pleasure
- (b) We are able to
- (c) In our opinion
- (d) valuation
- (e) advantage
- (f) writer
- (g) according to the
- (h) shall
- (i) by all means
- (j) deliverance
- (k) first
- (l) I will tell u
- (m) yours truly
- (n) satisfaction
- (o) you will be able to

5. Choose the *correct* outline and write them in your answer sheet :

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- | | | |
|-------------------|---|--|
| (a) Letters |  |  |
| (b) Justification |  |  |
| (c) Highly |  |  |
| (d) Awake |  |  |
| (e) Fence |  |  |
| (f) Coloured |  |  |
| (g) Valour |  |  |
| (h) Occasion |  |  |
| (i) Inhuman |  |  |
| (j) Brush |  |  |
| (k) Powerful |  |  |
| (l) Caused |  |  |
| (m) Park |  |  |
| (n) Portion |  |  |
| (o) Unavoidable |  |  |

6. Transcribe the following passage in shorthand :

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If the little stones which you have rolled from under your feet were able to speak, they would relate to you a great story, the story of this old world of ours as it was thousands of year ago. They cannot, however, and the story will not be told them. But let us suppose that one particular pebble could talk, and that it seized the opportunity to do so. It would tell you, and the other gentlemen of your party, of changes in climate, great mad upheavals, when the mighty ocean turned to dry land, and the highest hills and the hard rocky mountains tottered and fell towards the sea and become, indeed, the sea bottom. If we listened, as a child might listen, to the story told by the pebble, we might learn of the movements which are, even now, tending to turn parts of the earth into more habitable places, and other parts into desolate wastes.

7. Transcribe the following passage in English :

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