

This question paper contains 4 printed pages]

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S. No. of Question Paper : 254

Unique Paper Code : 241457

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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) Loop ST and STR.
- (b) Large Circles in phraseography.
- (c) Difference between Diphthongs and Diphones.
- (d) Rules to write 'shun' hook after straight strokes.
- (e) When halving principle is employed ?
- (f) When the doubling principle is not employed ?

P.T.O.

• Section B

2. Fill in the blanks with appropriate word given in the bracket : 15
- (i) The circle in words like 'tasker and disgrace' is written with the motion.
(left/right)
- (ii) A small tick attached to a diphthong sign represents
(first place vowel/second place vowel/any vowel)
- (iii) signs can be attached with the strokes initially and finally.
(diphthong/diphones)
- (iv) "R" and 'N' hooks are written on the of a straight stroke.
(right/left)
- (v) The shun hook used medially. (may be/may not be)
- (vi) A large initial circle, written with the same motion as the circle S, represents the double consonants
(SW/SS)
- (vii) A final hook be employed when the words ends with a vowel sound.
(can/cannot)
- (viii) Half-length forms should not be written the line. (through/above)
- (ix) is indicated by a dash. (ing/ings)
- (x) Prefix 'self' is represented by a circle written close to the stroke in the second vowel place. (joined/disjoined)
3. Write the following words in Shorthand : 15
- (a) Below
- (b) Refusing
- (c) Razor
- (d) Pauses
- (e) Official
- (f) Flotation

- (g) Hidden
- (h) Wickedly
- (i) Ruth
- (j) Shameless
- (k) Unceasing
- (l) Recess
- (m) Deserves
- (n) Sensation
- (o) Grandmother.

4. Write the following Grammalogues/Phrases in Shorthand :

15

- (a) As well as
- (b) At all costs
- (c) You will remember
- (d) If he were
- (e) Themselves
- (f) Care
- (g) Surprised
- (h) Significance
- (i) Out of
- (j) In our opinion
- (k) At all times
- (l) Special
- (m) Language
- (n) However
- (o) Within.

P.T.O.

5. Write in Shorthand of the following passage :

15

If-you have a love of books, you-will feel no loneliness if and when men forget you. You-can dispense with-them in-the circumstances; for you-will-have within yourself, through-the brains of-your authors, many better men to-replace them. The balance of advantages in-the change is likely to be in-your favour. You-will grasp-the significance of-this remark, I-am-sure; for-the man who derives pleasure from reading books makes for-himself reserves of strength to-call-upon against the time of-trouble or stress. 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.

6. Write the following paragraph in English :

15