

THIRD SEMESTER (SCHEME-2012)
MODERN OFFICE MANAGEMENT
STENOGRAPHY-I (ENGLISH)

Time : Three Hours *Maximum Marks : 70*

Note : (i) Attempt any five questions from section-A (50 Marks).

(ii) Section - B (10 Marks) and Section - C (10 Marks) is compulsory.

Section - A

50

1. How many consonants are there in Pitman shorthand? Write all the consonants.
2. How many vowels are there in Pitman shorthand? Explain with examples.
3. What is Diphthong? Explain with examples.

678

4. Explain intervening vowels and its position with example.
5. Explain the alternative sign of "R" and "H". Give examples of each.
6. Define Gramalogues and Punctuation. Give examples of each.
7. What do you mean by Phraseography? Give five examples of phraseography.

Section - B

8. Translate the following out lines. Each out line carry equal marks. 5

a)

b)

c)

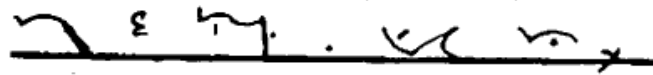
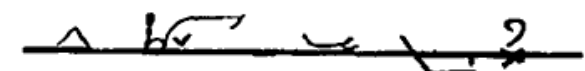
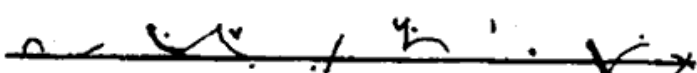
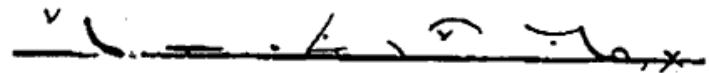
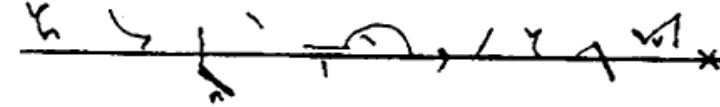
d)

e)

679

(3)

9. Translate the following sentences. Each sentences carry one mark 5

- a) 
- b) 
- c) 
- d) 
- e) 

Section - C

10. Make out line from the following words each out line carry one mark. 5

- a) He will be
b) In this city
c) Poster
d) Leader
e) Exercised

680

S/2017/6555

P.T.O.

(4)

11. Make out line from the following sentences. Each outline carry one mark 5

- a) You can have as much walking as you like
b) I think I can give you a mile in six and beat you
c) I think too much time was given to the topic
d) I have a new camera which I should like to show you when I see you
e) I may be with you on Monday the fourth of may



681

S/2017/6555