

FOURTH SEMESTER (SCHEME-2012)
MODERN OFFICE MANAGEMENT
STENOGRAPHY - II (ENGLISH)

*Time : Three Hours**Maximum Marks : 70*

- Note :** i) Attempt any five questions from Section-A.
 ii) Section-B and Section-C is compulsory.

Section - A (50 Marks)

Attempt any five questions.

1. Write in detail the rules regarding use of Downward and Upward 'R' giving examples.
2. What are the rules for doubling straight strokes? Explain with examples.
3. What is the use of intersections? Give atleast five examples.
4. Write in brief about 'shun' hook with suitable examples.
5. Explain the rules for halving strokes with examples.

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6. Explain the rules for prefix con. and com. initially and medially using examples.
7. Write in detail the rules regarding uses of downward and upward 'L' giving examples.

Section - B (10 marks)

1. Translate the following outlines. Each outline carry equal marks. 5

i)

ii)

iii)

iv)

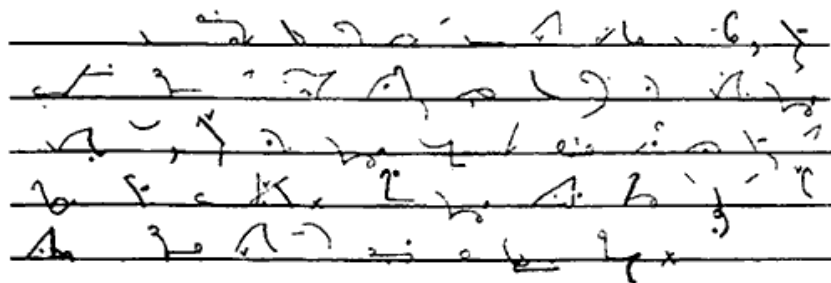
v)

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(3)

2. Translate the following.

5



Section - C (10 marks)

1. Make outlines of the following words. Each outline carry equal mark. 5

- i) Everything
- ii) Something
- iii) Anything
- iv) Satisfactory
- v) Remarkable

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(4)

2. Make outlines of the following passage: 5

I-cannot quite understand how you-came to act as you did in-the court today, nor how you could put-the case against that child with-such particular force, missing no opportunity that-you-were able-to seize to-make-the poor child appear guilty of-the theft. You-may say that, without-the evidence of-the gentleman whose purse was-taken, and without-the statements of-the other gentlemen who said they saw-the child put her hand into-the old gentleman's pocket.



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