

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. Consonants are divided into how many classes? Explain.
2. How many vowel sounds are there in Pitman shorthand? Explain and give example of each vowel sound.
3. Write down the rules regarding circle "S" and "Z". Explain with three examples of each.

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4. Explain about initial hooks to straight strokes and curves with examples.
5. Write the rules regarding "N" and "F" hooks. Explain with examples.
6. What do you mean by Phraseography? Write its advantages?
7. How the loop "ST" and "STR" written? Explain with examples?

Section - B

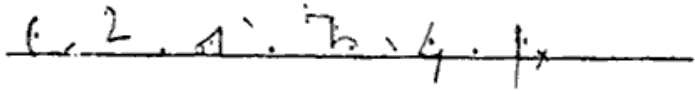
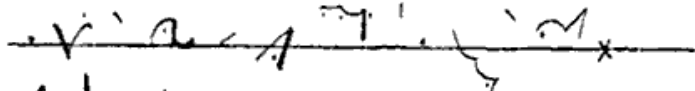
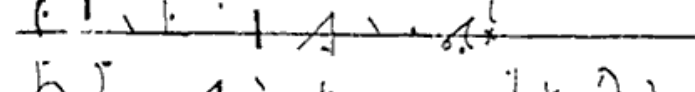
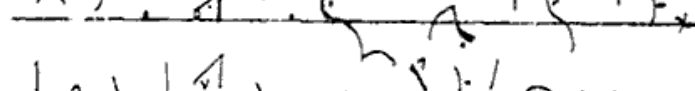
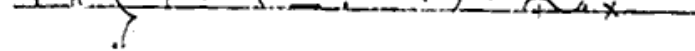
8. Translate the following outlines. Each outline carry equal marks. 5

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

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(3)

9. Translate the following sentences. Each sentence carries one mark. 5

- a) 
b) 
c) 
d) 
e) 

Section - C

10. Make outline from the following words. Each outline carries one mark. 5

- a) Justice
b) Sweetly
c) Barrister
d) Flower
e) Encourage

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P.T.O.

(4)

11. Make outline from the following sentences. Each outline carries one mark. 5

- a) I should like you to come to see me on Wednesday.
b) I think too much time was given to the topic.
c) I shall be happy to see you tomorrow.
d) I think you will enjoy the ride.
e) You should verify each item on the bill.



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