

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)

- Write the position of half length forms. Explain with examples.
- Write down the rules regarding Upward and Downward "R". Explain with five examples.
- Write the rules regarding Vowel indication.
- What is contractions? Explain by giving suitable examples.
- How the prefixes initial "Com or Con" is represented. Give suitable examples.

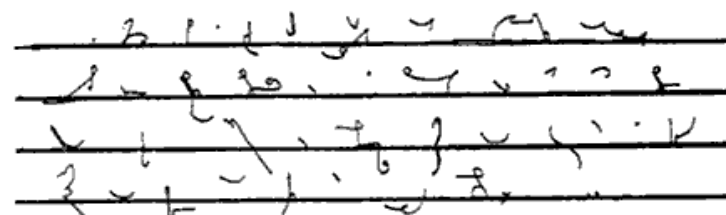
- Which four stroke halved to express the addition of "t" and also halved and thickened to indicate the addition of "d". Explain by giving suitable examples.
- In which conditions the doubling principle not employed. Explain with suitable examples.

Section - B (10 marks)

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

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

- Translate the following. 5



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Section - C (10 marks)

10. Make outline of the following words. 5

- a) Respectively
- b) Permitting
- c) Self-control
- d) Neither
- e) Hospitable

11. Make the outline of the following passage: 5

Here with we have pleasure in forwarding to you several mining market cuttings from this morning's papers, and we hope to add there to within a day or two. The old mines have been strongly supported.



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