

**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

5×10=50

1. How circle and loop is employed in final hooks? Explain with example.
2. Where doubling principle is not employed? Explain with example.
3. Explain the rules for halving the strokes with examples.
4. Write general rules for using contractions.
5. Write in detail the rules regarding use of downward and upward 'R' giving examples.

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6. Give atleast 4 points, where vowels should be inserted.

Section-B

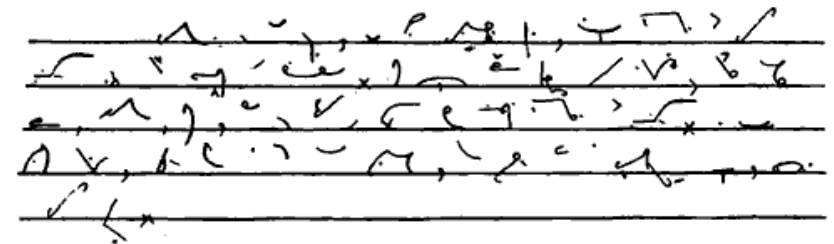
5 Marks

1. Translate the following outlines.

- i)
- ii)
- iii)
- iv)
- v)

2. Translate the following passage:

5 marks



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(3)

Section - C

10 marks

1. Make outlines of the following words: 5

- i) Certificate.
- ii) Electrical.
- iii) Acknowledge.
- iv) Political party.
- v) Neither.

2. Make outlines of the following passage: 5

The various political - parties in - this - country are represented in almost every district by local - clubs, where party - questions are discussed, and - all - matters affecting the welfare of the different - parties receive considerable - attention . Well - known leaders visit the districts periodically and deliver important speeches on - such questions as party government, party - organization, the relative strength of - the several parliamentary - parties, etc...



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