

THIRD SEMESTER (SCHEME - 2006)
MODERN OFFICE MANAGEMENT
STENOGRAPHY - I (ENGLISH)

Time : ½ Hour

Maximum Marks : 100

- Note :** i) Dictation should be given @40 w.p.m. Speed in 5 minutes.
- ii) Transcription can be done through typewriter or computer.
- iii) ½ Hour is to be given for translation (Including dictation)
- iv) Question paper is to be given to the student after completion of the examination only.

Passage

It may be difficult for you to follow the general principle upon which foreign business is carried on but if you are to win your way in a firm which does business with the Northern and Southern states of America, /1/ you will have to try. No business man, and, above all, on business man whose principle business is with foreigners, can possible leave this branch of economics from his

training. If he should refrain because of a general dislike of /2/ the science, he will surely suffer in the long run. The truth of this has been shown over and over again within my own circle, and I speak for your advantage. The principles may appear difficult to follow, and if /3/ you imagine the task beyond you, it will prove so. But be brave; face the plain truth; and you will lighten the work and succeed, as you will deserve to succeed.

Local authorities, as borough and urban councils, generally derive /4/ their main revenue from the rates they levy. They may, of course, receive profits from any business carried on by them within the borough. Over and above all this they receive allowances from the state itself. /5/



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