

**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 and Section-C is compulsory. Each  
 Section carry equal marks. (20 Marks)

**Section-A**

Attempt any five questions:

50 Marks




1. Define consonants. Write the names of consonants.
2. Define vowel. How many types of vowel sounds are there? Explain.
3. Define Gramalogues. Explain with example.
4. Explain the Alternative Sign of "R" and "H". Give examples of each.

5. Write the names and places of four common diphthongs. Explain with examples.
6. Explain about "ST" and "STR" loop with examples.
7. Write in detail about the initial hooks to straight and curves stroke? Explain with example.

**Section-B**

10 Marks

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

i) ii) iii) iv) v) 

(3)

2. Translate the following sentences. Each sentence carry one mark. 5

i) . V ' A / / - y ' . \ ' M x

ii) ( . 2 . 5 \ . 7 h \ 4 \ . | x

iii) \ ( 7 . ~ . | ~ / | \ . \ x

iv) ( | \ L \ | A \ . 5 x

v) - 0 - \ 4 \ . \ 2 \ . \ x

### Section-C

10 Marks

1. Make outline from the following words. Each outline carry one mark . 5

i) I thank you

493

S/2016/6555

P.T.O.

(4)

- ii) Refusal  
iii) Answer  
iv) Desire  
v) In this city.

2. Make outlines from the following sentences. Each outline carry one mark. 5

- i) For several special reasons I should like you to come to see me.  
ii) You should verify each item on the bill.  
iii) They had a heavy mail on monday.  
iv) I-shall-be happy to see you tomorrow if you can come.  
v) I have given the cheque to my nephew.



494

S/2016/6555