

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

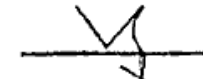

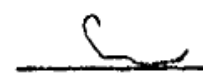

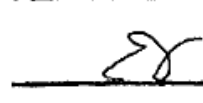
1. Explain in brief about 'Shun' hook with examples.
2. Explain with example the rules for doubling the strokes.
3. What is the use of intersections? Give atleast five examples.
4. Explain with example when 'dot h' and 'tick h' is used.

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5. Write any three compound consonants with examples in each case.
6. Write in detail the rules regarding use of downward and upward 'L' giving examples.
7. Explain with examples where halving principle is used.

Section-B

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

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

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(3)

2. Translate the following passage :

5

Handwritten Urdu text on five lines:

1. اس کی وجہ سے اس کی حالت خراب ہو گئی ہے۔
 2. اس کی وجہ سے اس کی حالت خراب ہو گئی ہے۔
 3. اس کی وجہ سے اس کی حالت خراب ہو گئی ہے۔
 4. اس کی وجہ سے اس کی حالت خراب ہو گئی ہے۔
 5. اس کی وجہ سے اس کی حالت خراب ہو گئی ہے۔

Section - C

1. Make outlines of the following words:

5

- i) Arbitration
- ii) Universality
- iii) Yesterday
- iv) Electricity
- v) Investment.

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P.T.O.

(4)

2. Make outlines of the following passage:

5

The objection to-the obstruction in-the new bill is-not simply a personal matter. The obstruction is objectionable on-several grounds. First, because it-will certainly lead to a destruction of-the opposition which-has-been so carefully arranged and secondly, because-the-matter is one which falls under another jurisdiction. The introduction of various methods of-production and reproduction has no bearing on-the questions, as-the least retrospection would-have shown beyond doubt.



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