

**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

Attempt any five questions. 50 Marks

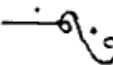
1. Write the position of half-length forms. Explain with examples.
2. Write in brief about 'Shun' hook. Explain with suitable examples.
3. Write in detail the rules regarding uses of downward and upward "L" by giving examples.
4. How the prefix "self and self-con-or self-com-is represented"? Give suitable examples.
5. Write the position of double-length stroke. Explain with examples.

6. Strokes "M, N, L, R" are halved to express the addition of which strokes. Explain with giving suitable examples.
7. Write in detail the upward and downward form of "H". with suitable examples.


Section-B

10 Marks

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

i) 

ii) 

iii) 

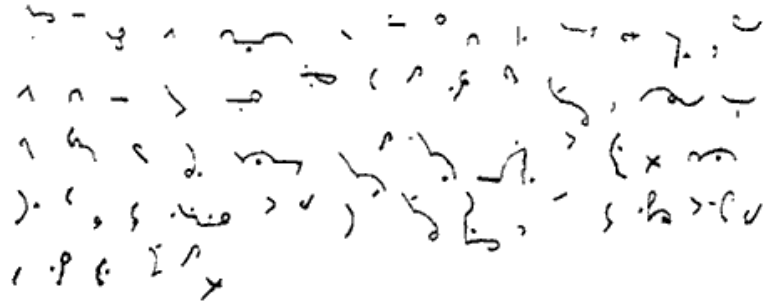
iv) 

v) 

(3)

9. Translate the following :-

5



Section-C

10. Make outline of the following words. Each outline carry equal marks. 5

- i) Chairmanship
- ii) Trade-mark
- iii) Demonstrate
- iv) Objection
- v) Assignment

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(4)

11. Make outline of the following passages :

5

Please send the messenger to the passenger office and ask if there is any danger of the train being late at Macclesfield. The present emergency has arisen through the death of the man in-charge of the post-office, and the abandonment of the stranger's claim might bring about the very contingency we are striving to avoid.



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