

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

Time : ½ Hour**Maximum Marks : 100**

- Note :** i) Dictation is to be given @ 40 w.p.m speed in 5 min.
 ii) Transcription can be done through type writer or computer.
 iii) 1/2 hour is to be given for translation (Including dictation)
 iv) Question paper is to be given to the student only after completion of exam.

Passage

Thank you for the notice of the affair on Saturday the sixth. I shall be with you early, and if I may I will Carry you back to the city to lunch. Unless you have a desire to go to the Royal Hotel. // I should like to take you to the usual cafe to lunch, because the meals always seem to be both dainty and cheep. I wish you were ready for the visit. These lovely days make us long to be

64

(2)

away. // I think the change it self would be likely to make you enjoy the peace of the village life when you got back. Those of us who have had such a change of scene know this to be likely. // I shall be ready to leave as soon as you, and it is for you to name the date. (2 min)

I wish you to write to me as to the disposal of those cases of yours which I have had lying in these // offices for a year now. The language of the young Barrister in the case was most stately and it must have influenced both judge and jury. It almost looked as if the case was lost at the first because of the calm way in which the opposing counsel set out to state the facts for his side. (3 min)



65