

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 is compulsory. (10 marks)
 iii) Section-C is compulsory. (10 marks)

Section - A (50 Marks)

Attempt any five questions.

1. How many consonants are there in Pitman Shorthand?
Write all the consonants.
2. How many vowels are there in Pitman Shorthand?
Explain with examples.
3. Explain with example rules regarding use of
downward and upward 'R'.
4. Write the difference between ST and STR loops.
5. What do you mean by joined diphthongs? Give
examples.

172

6. Mention the points to be kept in mind while writing
'Chay' and 'Ray' stroke.
7. Explain the use of large circles with example.

Section - B (10 marks)

1. Translate the following words. Each word carry
one mark. 5

i)

ii)

iii)

iv)

v)

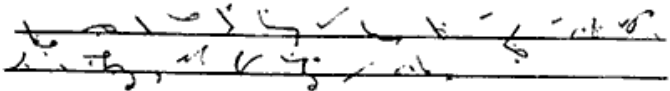
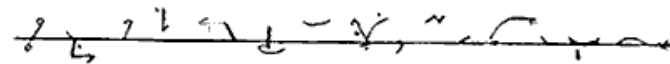
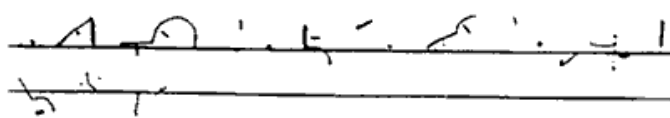
2. Translate the following sentences. Each sentence
carry one mark. 5

i)

ii)

173

(3)

- iii) 
- iv) 
- v) 

Section - C (10 marks)

1. Make outlines from the following words. Each outline carry 01 mark. 5

- i) Brighter
ii) Leisure
iii) Necessary
iv) Asleep
v) If he should know

2. Make outlines from the following sentences. Each outline carry 01 mark. 5

- i) I-thank-you for the tube of colour, which I-think should-be all-right.

174

F/2014/6555

P.T.O.

(4)

- ii) They hope to be at the fair tomorrow, and the car should be at the door at two.
- iii) The subject with-which-the books deal seems to be popular now, and I-have-had several visitors to-the showroom each day since the issue of-the volumes.
- iv) 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.
- v) Thank-you for-the notice of-the affair on-Saturday the sixth.



175

F/2014/6555