

FOURTH SEMESTER (SCHEME-2006)
MODERN OFFICE MANAGEMENT
STENOGRAPHY -II (ENGLISH)

Time : One Hours **Maximum Marks : 100**

- Note: i) 300 words dictation @ 60 w.p.m speed is to be given in 5 minute.
 ii) Transcription can be done only through typewriters.
 iii) 1 Hour is to be given for translation typewriter or computer (including dictation).

Passage

For several special reasons I should like you to -come to see me on Wednesday as early as you can. I specially desire you to write out the names of all the firms with which you have had business dealings since you came to us. I shall discuss a new policy with you, and the names for which // I ask may be of use. I am a bit upset at the refusal of Askew and Benson to take those Eskimo rugs and I should like to know the reasons for the refusal.

The new book of essays by a member of the government contains some very worthy sayings "A person of character is

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incapable of a mean action and // is able to govern himself under all circumstances. We cannot be make adjustment with them.

It may be difficult for you to follow the general principles upon which foreign business is carried on but if you are to win your way in a firm which does business with the Northern and southern note states of America, you will have to try.// No business man and above all no business man whose principal business is with foreigners, can possibly leave this branch of economics from his training. If he should refrain because of a general dislike of the science, he will surely suffer in the long run. The truth of this has been shown over and over again with in my own circle // and I speak for your advantage. The principles may appear difficult to follow and if you imagine the task beyond you it will prove so. But be brave, face the pain truth and you will lighten the work and succeed as you will deserve to succeed.

A life of leisure is a life of pleasure. Needless to say this is a fallacy but, false it is, it is fairly widely spread// Many foolish fellows bewail their lack of means to choose either to roll or to labour just as they like. They look jealously.

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