

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 (50 Marks)

1. Explain with examples the rules for doubling the strokes.
2. Write in brief about 'shun' hook with suitable examples.
3. How the prefix "Self and Self con or Self-com" is represented? Give suitable examples.
4. Write the rules regarding halving principles explain. Give examples.
5. What is contractions? Explain by giving suitable examples.

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6. Write in detail the rules regarding uses of downward and upward "L" by giving examples.
7. Explain with examples when "dot h" and "tick h" is used.

Section - B (10 marks)

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

a)

b)

c)

d)

e)

9. Translate the following. 5

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(3)

Section - C (10 marks)

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

- a) Competent
- b) Transmission
- c) Objection
- d) Demonstrate
- e) Extract

11. Make the outline of the following passage: 5

I cannot quite understand how you came to act as you did in the court today, nor how you could put the case against that child with such particular force missing no opportunity that you were able to seize to make the poor child appear guilty of the theft.



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