

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 (10 Marks) and Section-C
 (10 Marks) is compulsory.

Section-A

50

1. How many consonants are there in pitman shorthand?
 Write all the consonants with their strokes.
2. What do you mean by joined diphthongs? Give examples.
3. Explain with example the rules for using circle 'S' and 'Z'.

4. Mention the point to be kept in mind while writing 'Chay' and 'Ray' stroke?
5. Explain about initial hooks with suitable example.
6. What is Triphones? Explain with examples.
7. Explain When 'SS' circle is employed?

Section-B

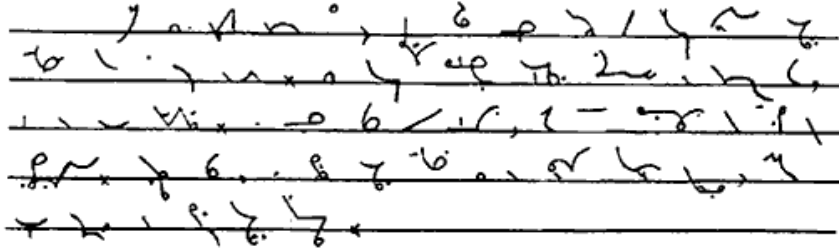
1. Translate the following:

10

- i)
- ii)
- iii)
- iv)
- v)

(3)

2. Translate the following :



Section-C

1. Make outlines:

10

- i) Asleep
- ii) Refused
- iii) He should be
- iv) Valuation
- v) Finish



2. Make outlines of the following passage:

- i) Why-do-you think he -was aware of -the likely failure of- the firm?

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(4)

- ii) I - think too - much time was - given to - the topic. What -do you think?
- iii) The red colour on - the door and the yellow on the window had a poor effect.
- iv) They should ask the head of the academy to change the data.
- v) Ask the cashier to pay all the money into the bank at two today.