

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. In how many classes consonants are divided?
Explain
2. Who invented shorthand? When did his first edition published?
3. What is diphthong? Explain with examples how all diphthongs are used.
4. Explain with example the rules regarding use of downward and upward 'R'?

5. Explain vowel-sounds with using vowel sign and vowel place.
6. Differentiate between ST and STR loops.
7. Write in brief about initial hooks giving suitable examples.

Section-B

1. Translate the following:

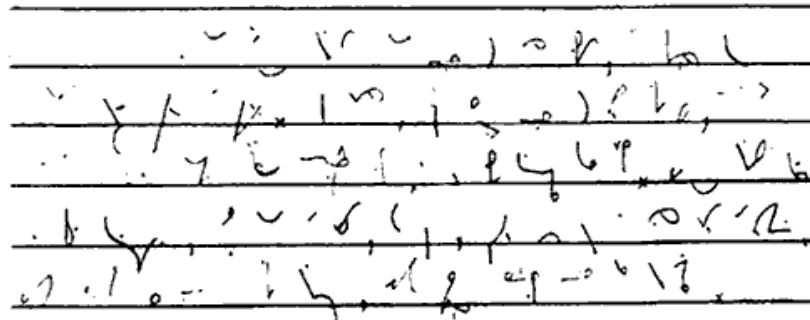
10

1.	-V
2.	
3.	h P.
4.	V.
5.	W.

~~258~~ 259

(3)

2. Translate the following :



Section-C

1. Make outlines:

10

- i) Sleep
- ii) Honesty
- iii) He will be
- iv) However
- v) Vanish

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(4)

2. Make outlines of the following passage:

- i) Repair of the road to the ferry should make a difference.
- ii) They hope to be at the fair tomorrow, and the car should be at the door at two.
- iii) If-you-will-be ready when I come I-shall-be happy to-take-the ride with-you to-the show.
- iv) I-have a new camera which I should like to show you when I-see you.
- v) Thank-you for-the notice of-the affair on-Saturday the sixth.



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