

2019

Part – II

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

(Stenography)

(Major)

Paper – III

Full Marks – 50

Time : 2 Hours

Write answers to Questions of each / Half / Part/ Group in separate books wherever necessary.

The figures in the right-hand margin indicate marks.

Candidates are required to give their answers in their own words as far as practicable.

Answer Q. No. 1 and **four** questions from the rest.

1. Answer any **ten** questions from the following : 1×10
- (a) Write the grammalogue 'all'.
 - (b) Write the outlines 'Birth' and 'Bury'.
 - (c) Give the outlines of 'Pity' and 'Pitiless'.

- (d) Give the outline of using 'SHUN' Hook.
- (e) Write the outline of using 'Halving Principle'.
- (f) Double-length downstrokes are written _____ the line.
- (g) Write the outline 'Refer'.
- (h) Upward 'r' is always written before _____.
- (i) A small final hook written _____ the curve.
- (j) Write the 'Intersections' of 'Birthday Party'.
- (k) Write one outline using circle 'NS'.
- (l) There is no 'f' or 'v' hook to _____ stroke.
- (m) Write the outline of 'At the same time'.
- (n) The 'str' loop may be used _____ or _____.
- (o) Write the outline of 'civil'.

2. Write the grammalogue in their proper places (any **ten**): 1×10

- | | |
|---------------|------------|
| (a) according | (b) hour |
| (c) because | (d) much |
| (e) large | (f) is |
| (g) how | (h) during |

- (i) language (j) first
(k) have (l) influenced
(m) been (n) me
(o) that

3. Write the outlines of the following words using 'F' hook (any **ten**) 1×10

- (a) buff (b) chafe (c) cliff
(d) deaf (e) proof (f) tough
(g) roof (h) traffic (i) wife
(j) sheriffs (k) chief (l) stiff

4. Write the outlines of the following words placing the essential vowels properly (any *five*): 2×5

- (a) absolute – obsolete
(b) accept – except
(c) afar – far
(d) snow – sun
(e) manly – manual
(f) enemy – name
(g) *monkey – monk*

5. Write the outlines of the following words using 'SHUN' Hook (any **ten**): 1×10

- | | |
|----------------|---------------|
| (a) notion | (b) caution |
| (c) fashion | (d) passion |
| (e) occasion | (f) rotation |
| (g) mansion | (h) solution |
| (i) education | (j) relation |
| (k) discussion | (l) dictation |
| (m) ration | (n) vision |

6. Answer any **five** questions from the following : 2×5

- (a) Give the outlines using 'n' hook.
- (b) Give the outlines of 'sun' and 'shun'.
- (c) Give the outlines of 'line' and 'live'.
- (d) Give two outlines of 'str' hook.
- (e) Give the outlines of 'legal' and 'illegal'.
- (f) Give two outlines using 'halving principle'.
- (g) Give two outlines using 'upward' and 'downward' 'R'.

7. Give the outlines of the following 'Advanced Phraseography' (any **ten**): 1×10

- (a) you will not
- (b) From time to time
- (c) I will consider
- (d) my dear sir
- (e) at first cost
- (f) in this city
- (g) rate of interest
- (h) again and again
- (i) they would be
- (j) we would
- (k) at some time
- (l) some time ago
- (m) more or less
- (n) they would be

8. Write the outline of the following words using 'Doubling Principles' (any **ten**): 1×10

- | | |
|-------------|--------------------|
| (a) fighter | (b) neither |
| (c) wonder | (d) nature |
| (e) future | (f) <i>picture</i> |

(g) chamber

(h) letter

(i) voters

(j) matter

(k) feather

(l) enter

(m) winter

(n) tender

(o) anger

9. Write the outlines of the following 'Suffixes' (any **ten**) : 1×10=10

(a) paying

(b) fundamental

(c) agreement

(d) sentiment

(e) majority

(f) formality

(g) plottings

(h) calling

(i) friendship

(j) citizenship

(k) usefulness

(l) backward

(m) hopelessness

(n) gratefulness

(o) roaring