

This question paper contains 5 printed pages.

Your Roll No.

Sl. No. of Ques. Paper: 5233

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Unique Paper Code : 241557

Name of Paper : Advanced Stenography (English)

*Name of Course : B.A. (Prog) – Office Management
& Secretarial Practice (OMSP)*

Semester : V

Duration : 3 hours

Maximum Marks : 75

*(Write your Roll No. on the top immediately
on receipt of this question paper.)*

NOTE:— *All the answers should be written in English only.*

Section A is compulsory.

Attempt any four questions from Section B.

SECTION A

1. Explain any five of the following: 5×3

- (a) What is a simple contraction? Form two contractions from the grammalogues 'come' and 'advantage'.
- (b) How will you represent 'hundred' and 'million' after round figures? Give two examples of each to support your answer.
- (c) Explain the following intersections with one suitable example for each:
 - (i) Kay with r hook
 - (ii) r (downward)
 - (iii) V

P. T. O.

- (d) How is the large circle used 'initially' and 'medially' in advanced phraseography? Explain with proper examples.
- (e) Explain the doubling principle to be used for 'other', at least with three examples.
- (f) What is meant by phraseography? Give example of at least two phrases using doubling principle.
- (g) What is the use of 'essential vowels' in shorthand? Give the pairs of outlines of the following words using essential vowels: lost, manual, fact.
- (h) What is the difference in writing the phrases 'best of your ability' and 'best of their ability' in shorthand? Explain with proper outlines.

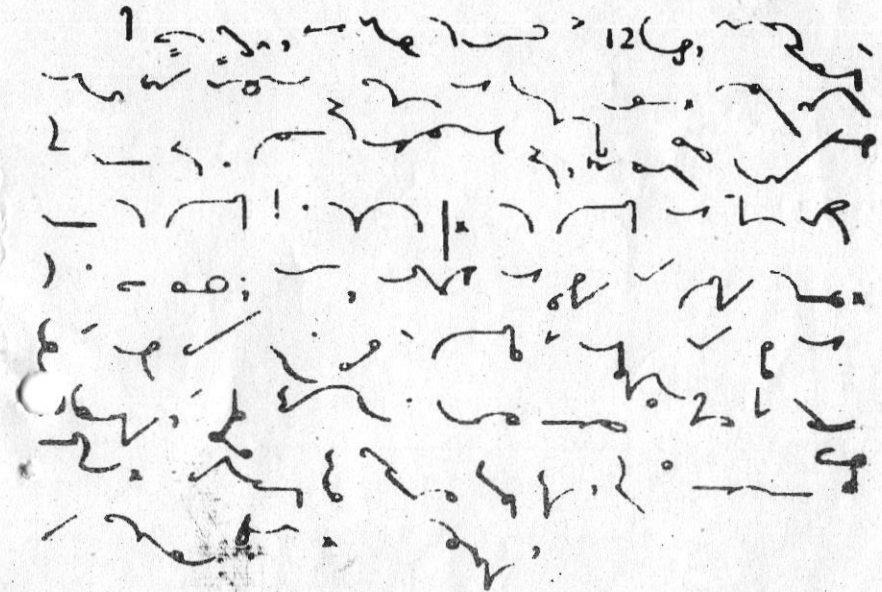
SECTION B

2. Write the following Grammalogues and Special Contractions in Shorthand: 1×15

- (a) Executive
- (b) Knowledge
- (c) Nothing
- (d) Public
- (e) Reform
- (f) Represented
- (g) Telegram
- (h) Difficulty

injured slightly in a railway accident. Is this true? I trust not. If it is, you are not likely to be improved by my letter. If it is not, you will pardon my mentioning the report. In any case, you might send me word, and if you can spare the time, perhaps you will come over on Monday. If you cannot arrange this, please inform me from time to time how you are getting on with the new business, to which it appears you are devoting yourself. If it be as successful as you were inclined to think, you will be very fortunate, and if it be not quite so profitable as you hoped, it will still have proved an interesting experiment. At all events, it was well worth a trial.

5. Transcribe the following passage in English: 1×15



(n) Again and again

(o) In which it is

4. Write the following Intersection, Business Phrases and Special List of words in Shorthand: 1×15

(a) Official mark

(b) Better arrangement

(c) British Government

(d) Valuation of property

(e) For a month

(f) Bill of exchange

(g) I am directed to state

(h) Your favour

(i) Registered letter

(j) I beg to call attention

(k) Preferred

(l) Beautiful

(m) Adversity

(n) Separation

(o) Definite

5. Transcribe the following passage in Shorthand: 1×15

Since I wrote you last I have heard that you were

- (i) Certificate
- (j) General
- (k) Member
- (l) Selfish
- (m) Towards
- (n) Specially
- (o) Young

3. Write the following General Contractions and Advanced Phraseography in Shorthand: 1×15

- (a) Appointment
- (b) Danger
- (c) Imperfection
- (d) Destruction
- (e) Objective.
- (f) Able to make
- (g) In our view
- (h) As we shall
- (i) In their case
- (j) In other words
- (k) I hope
- (l) Worthwhile
- (m) All circumstances