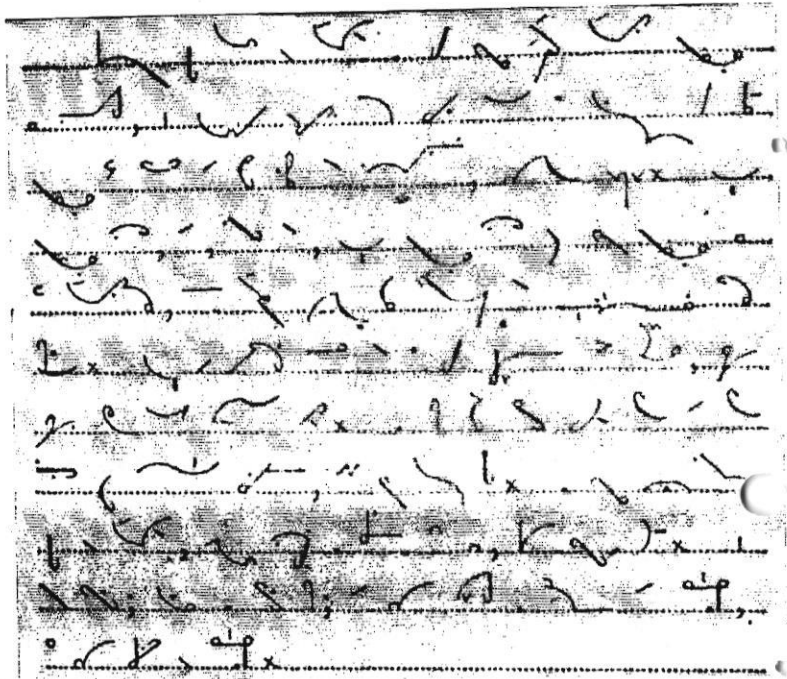


story is right, you will give him damages. If you assume his story is wrong, and if it appears to you the injury was caused by his own lack of vigilance, you will refuse him the damages for which he asks. You must carefully weight both the boy's case and the case as set out by Robinson and decide on the facts as they appear to you.

6. Write the following paragraph in English. (15)



[This question paper contains 6 printed pages.]

Your Roll No.....

Sr. No. of Question Paper : 311 G  
 Unique Paper Code : 241457  
 Name of the Paper : Stenography (English)  
 Name of the Course : B.A. Programme (Discipline Course)-Commerce  
 OFFICE MANAGEMENT &  
 SECRETARIAL PRACTICE

Semester : IV

Duration : 3 Hours

Maximum Marks : 75

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. All the answers should be written only in English.
3. Section A is compulsory.
4. Attempt any four questions from Section B.
5. All questions carry equal marks.

## Section A

1. Explain any five of the following, giving examples: (3x5=15)
- Rules for circle 's' and 'z'
  - Use of 'R' and 'L' hooks to straight and curve stroke
  - Rules of Dot 'H' and Tick 'H'
  - How 'he' is represented in phraseography.
  - When the halving principle is *not used*
  - Write down the four **outlines** where doubling principle is employed.
  - Give four **outlines** where Prefixes is employed.

## Section B

2. Fill in the blanks with suitable words given in brackets: (15)
- First sixteen consonants form \_\_\_\_\_(pairs/no pairs)
  - Places of vowels are counted from the point where the stroke \_\_\_\_\_(begins/ends)
  - Heavy straight strokes are \_\_\_\_\_ written upward (never/always)

- mission
- fighter
- coloured
- observer
- harm
- self-made
- preferred
- serial
- loser

5. Write the following paragraph in shorthand, only essential vowel signs need be shown. (15)

The judge *in-his* charge to-the jury said: *This* poor boy's injury is very severe, *and-if what he* states is right, *it-was* due *to-the* absence of a hooter *on-the* car *which* Robinson drove along-*the* arcade at a very fast rate, *his* speed, if *we-can* take-*the* story *of-the* police as correct, being at-least forty miles *an hour*, far *too* fast *in* so busy a thoroughfare. *The* boy says *the* car came *on* with a rush, no alarm *was* given, *he-was* struck *and-thrown* with a force so terrific *as to-break* his right leg. If-*you* think *his*

- (e) as well as
- (f) here of
- (g) I will tell you
- (h) if he should know
- (i) particular
- (j) deliverance
- (k) influenced
- (l) significance
- (m) information
- (n) trade
- (o) impossible

4. Write the following words in Shorthand: (15)

- (i) combine
- (ii) treatment
- (iii) picture
- (iv) unavoidable
- (v) caused
- (vi) conserve

- (iv) In phraseography, words are \_\_\_\_\_ (joined/disjoined) together.
- (v) A small final hook to a curve strokes written inside the curve represents the addition of \_\_\_\_\_ (N/F-V)
- (vi) When stroke R follows another stroke and is hooked finally, is generally written \_\_\_\_\_ (upward/downward)
- (vii) In writing the word "occasion, shun hook is written on the \_\_\_\_\_ side of 'k. (upper/lower)
- (viii) Double consonant 'pr' written through the line represents \_\_\_\_\_ (prince/principle)
- (ix) Shorthand outline for Short-form 'much' is always written \_\_\_\_\_ (on the line/above the line)
- (x) Large circle attached initially gives the sound of \_\_\_\_\_ (Sw/sez)

3. Write the following Grammalogues/Phrases in Shorthand:

(15)

- (a) if he were
- (b) how much
- (c) with you
- (d) of him