

Seat No. : _____

FA-120
March-2007
Office Management & Secretarial Practices (F.S.)
Paper-II
(Stenography)

Time : 3 Hours]

[Max. Marks : 70

Instruction : All questions carry equal marks.

1. Discuss origin and history of shorthand with particular emphasis on Pitman Shorthand.

OR

Define Stenography and explain its importance in detail.

2. Define diphthong and explain signs of diphthong.

OR

Define phrasing and explain different methods of phrase writing.

3. Explain rules for use of strokes “S” and “Z” in shorthand.

OR

Write short notes on :

- (a) Intervening vowels.
- (b) Use of circles in Phraseography.

4. Write the following words in Shorthand :

- (a) Necessary
- (b) Genuine
- (c) Injustice
- (d) Sweep
- (e) Story

5. Translate the following paragraph in Shorthand.

A panel discussion on IT industry will be held in Hyderabad on February 27, 2007 to address the issues, concerns and emerging opportunities for this sector. The key points of discussion will be best practices adopted by industry leaders, identifying opportunities available, Government Policies that are helping and finance that can be availed to exploit opportunities.