

Seat No : _____

FC-15

Office Management & Secretarial Practice (Vocational)
Paper-I (Typewriting Theory)

Time : 1 Hour]

[Total Marks : 25

- Instructions :** 1. This question paper contains three questions.
2. Attempt all questions.
3. Figures to the right indicate full marks.

1. MxkLzzoxkEĀkhkExh rōpurōMīkkhĀkōf ÷³/₄e, ikukk VkpĒk yLkuokhVkpĒk ðýðku (10)

yūōk

xkEĀkhkEx^aokLke x [{ūkz yLkuMkkEx {ūkz rōpu÷³/₄ku x [{ūkzūke xkEĀk fhōkLkñ{nýð Mk{òðku

2. xkEĀk fhīke ð³/₄īkulMk [e heīkuçkMōkLke heīkLkñðýtk fhkuyLkuīkuheīkuxkEĀk fhōkLkñ{nýð Mk{òðku (10)

yūōk

xkEĀkhkExhLke Mkk [ðýe, ò^aðýe yLkufk^aS rōpurōðkíðkh ÷³/₄ku

3. xflkkiĀ ÷³/₄ku(ok{uīkuyf) : (05)

y. ðeVx-fe yLkupeVx ÷kif

çk. xçP^w-h çkhh yLkuMĀkMk çkhh
