

Model Paper "Short Hand Writing-I" 1st Semester
Office Management Assistant (01 year Course)
For Annual Examination 2019 & Onwards

Total Marks: 25

Total Time=2 Hrs

Roll NO. _____

OBJECTIVE

Time: 20 Minutes

(Marks: 10)

Note:- Question No. 1 and 2 should be attempted on this question paper no marks will be awarded on cutting / overwriting.

Q No.1:- Write the correct outline of the following short forms.

1-Today _____

2-Possible _____

3-Satisfactory _____

4-Department _____

5-Distinguish _____

Q No. 2:- Choose the correct answer and encircle

1- When "R" ends a word use

- a. Upward b. down words c. Hook

2- When "L" standing alone or with only a final S circle is double to

- a. thr b. dr c. tr

3- A Large Final hook represent.

- a. st b. STR c. Ses

4- Third Position half length stroke is written.

- a. on the line b. through the live c. Above the live

5- Horizontal stroke on second place is written

- a. on the line b. Above the live c. Through the live

