

Model Paper "Short Hand Writing-II" 2nd Semester

Office Management Assistant (1- Year Course)

(For Annual Examination 2019 & Onward)

Total Marks : 25

Total time: 02:00 Hrs

Roll No. _____

Objective

Time 20.Minutes

Total Marks: 10

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

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

(5)

1- Yeastarday _____

2- Ever _____

3- Because _____

4- Small _____

5- Subject _____

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

(5)

1:- In pitman shorthand sound heard in English words are divided in to

(a)- 28

(b)- 24

(c)- 26

(d)- 22

2:- Different kinds of diphthongs are

(a)- Four

(b)- Two

(c)- six

(d)- Eight

3- Besides the double consonants there are

(a) - 8 compound

(b)- 6 compound

(c)- 4 compound

(d)- 10 compound

4- The stroke M and N are halved and thickened to indicate the following sound.

(a)- T

(b)- P

(c)- D

(d)- B

5:- A small final hook written on the inside of curve adds

(a)- L

(b)- R

(c)- N

(d)-

Model Paper "Short Hand Writing-II" 2nd Semester

Office Management Assistant (1- Year Course)

(For Annual Examination 2019 & onward)

Subjective

Time:- 01:40 Hrs

Marks:- 15

Q.no 3:- Write correct shorthand out line of the following

That there are three principal ways in which we can learn (1/4) to do things or to understand things looking, reading or hearing. We can watch (1/2) done by other people, copy their movements and actions. This is the way in which (3/4) we learn when we are very young. Babies, and other young animals, of course (1), are very quick to copy the act of their mothers, and in this way they (1/4) learn a very great amount in a remarkably short time (1/2) we continue through out our lives to learn in this way, for we are always seeing others do certain (3/4) things in certain ways and then making some attempt to carry out like act our selves. When we (2) grown up, however, we are able to make observations within much wider limits, and we (1/4) are free to learn great numbers of things simple by watching. Not only can we (1/2) see the life going on round about us, but we have also brought right (3/4) into the home the moving picture and the T.V set.