

FOURTH SEMESTER B.Com. DEGREE EXAMINATION, APRIL/MAY 2005

(Vocational Course)

Branch—Office Management and Secretarial Practice

Paper XII—TYPEWRITING AND SHORTHAND

Time : Three Hours

Maximum : 70 Marks

Part A*Answer any ten of the following.**Each question carries 2 marks.*

1. State *four* important makes of Typewriters.
2. List out the advantages of typewriting.
3. List out *four* important parts of an Electron typewriter.
4. Name *two* duplicating appliances.
5. Define Diaphones.
6. Define Phraseography.
7. State the difference between Grammalogue and Logogram.
8. Write shorthand outlines for the following :—

(a) highly.	(b) hire.
(c) hair.	(d) hockey.
9. Final L is written downward after and
10. The thickened forms and must not be used when a vowel follows R'.
11. Give *two* examples and its shorthand outlines using medial left and right semicircles.
12. State the reason for providing alternative forms of R.
13. Mention the cases where the St loop and Str loop is not used.

(10 × 2 = 20 marks)

Part B*Answer any six questions.**Each question carries 5 marks.*

14. What is duplicating ? Explain briefly any *two* duplicating machine in an offices.
15. Write the shorthand outlines for the following phrases :—

(a) I have been.	(b) I believe.
(c) Which have.	(d) What was the.
(e) If me may.	

16. Draft the model of an Official Letter.
17. State the rules regarding strokes S and Z with examples.
18. What are diphthongs and how are they represented in shorthand ?
19. State any *five* suffixes with suitable examples.
20. How will you clean your typewriter ?
21. How are contractions formed ? Give examples.

(6 × 5 = 30 marks)

Part C

*Answer any two of the following.
Each question carries 10 marks.*

22. Illustrate with examples the uses of upward and downward R.
23. What are the vowels and how are they represented in shorthand ? Illustrate with examples.
24. Give *five* intersections with examples.
25. Write the outline of the following keeping position writing vowels etc.

Dear Sir, I am surprised to hear Mr. Hue Hammers opposition to the highly reasonable views taken by professor Hawkins on the syllabus in History. We are taking the liberty of enclosing for your approval "Naval Lessons of the War".

(2 × 10 = 20 marks)