

Seat No: _____

TC-15

Office Management & Secretarial Practice (Vocational) Paper-IV (Shorthand Theory)

Time : 1 Hour]

[Total Marks : 25

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

1. $\beta\kappa\alpha\eta\lambda\zeta\{\text{kt fklxifpLMk}$ (**Contractions**) fklku fnu Au ? íku fðe heíku çkLku Au ? WÉknhý Mkrník Mk{ððku ? 10

yúðk

$\beta\kappa\alpha\eta\lambda\zeta\{\text{kt zefxplk fE heíku ÷ðti òEyu ? rðMíkkhÁkðf Mk{ððku}$

2. Lke[u ykÁk=k fklxifpLMk (**Contractions**) Lku $\beta\kappa\alpha\eta\lambda\zeta\{\text{kt ÷3/4ku}$ 05
enlarger **administrator** **investment**
characteristics **performance**

3. Lke[u ykÁk=k VisPkwkíBIMk (**Phraseograms**) Lku $\beta\kappa\alpha\eta\lambda\zeta\{\text{kt ÷3/4ku}$ 05
as a matter of fact **unsatisfactory conclusion**
it can only be **at any rate** **my dear friend**

4. Lke[u ykÁk=k $\beta\zeta\text{Éklku}$ (**Words**) Lku $\beta\kappa\alpha\eta\lambda\zeta\{\text{kt ÷3/4ku}$ 05
permanent **property** **Exercised**
fresh **secretary**