



**RR-0315**  
**First Year B. Com. Examination**  
**March / April – 2010**  
**Office Management : Paper - I**  
**(Theory)**

Time : 2 Hours]

[Total Marks : 35

**Instructions :**

(1)

<p>नीचे दर्शाविए ← निशानीवाणी विगतो उत्तरवही पर अवश्य कभवी. Fillup strictly the details of ← signs on your answer book.</p> <p>Name of the Examination : ← <b>F.Y. B.COM.</b></p> <p>Name of the Subject : ← <b>OFFICE MANAGEMENT - 1 (THEORY)</b></p> <p>← Subject Code No. : <b>0 3 1 5</b> ← Section No. (1, 2,.....) : <b>NIL</b></p>	<p>Seat No. : <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center; width: 100%;">Student's Signature</div>
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(2) Figures to the right indicate full marks.

- 1 Write short notes on any three : 15
- (i) Feed Rollers
  - (ii) The Home Keys
  - (iii) Vowels
  - (iv) Short Forms
  - (v) Joining of Consonants.

- 2 (a) Discuss care and maintenance of typewriter. 5
- (b) How we can do stencil cutting on manual typewriter? 5

**OR**

- 2 (a) Explain about First Place vowel with suitable example. 5
- (b) How many forms of consonants 'R'? Explain with suitable example. 5

- 3 (a) Describe the layout of business letter writing. 5
- (b) What do you know about grammalogues? Explain it with some grammalogues. 5

**OR**

3 Fill in the blanks :

10

- (i) Vowels are represented by \_\_\_\_\_ and \_\_\_\_\_.
- (ii) Consonants are joined without \_\_\_\_\_ pen as in longhand.
- (iii) K,G,M,N,NG, consonants are known as a \_\_\_\_\_ strokes.
- (iv) Before M, 'R' is written \_\_\_\_\_.
- (v) In P.S.H. represent the First place of vowels, the outline is written.
- (vi) In P.S.H. the second place of vowels the outline is written\_\_\_\_\_.
- (vii) In P.S.H. there are\_\_\_\_\_curve consonants.

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