

No. of Printed Pages : 4
Roll No.

223031

3rd Sem / OMCA
Subject : Stenography - II

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 In shorthand, what does grammalogue stand for?
- a) shortform b) phrase
 - c) circle d) hook
- Q.2 What is the primary purpose of shorthand writing?
- a) Creative writing
 - b) Fast and efficient note-taking
 - c) Literature composition
 - d) Calligraphy
- Q.3 Which of the following is a common symbol for the word “the” shorthand?
- a) tick b) cross
 - c) dash d) circle

- Q.4 Shorthand phonetic system was developed by:
- a) Teeline shorthand b) Isaac Pitman
c) Gregg Shorthand d) Easy Script
- Q.5 What is the primary purpose of “phraseography” in a shorthand system?
- a) To write fast b) To represent in phrases
c) To indicate signs d) all above
- Q.6 In Pitman shorthand system dots and dashes used for
- a) vowels sound b) phrases
c) grammalogues d) Punctuation

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. (6x1=6)

- Q.7 In Pitman Shorthand, which direction do you write upstraight stroke
- Q.8 _____ is a basic feature of shorthand?
- Q.9 In shorthand, what should be the size of inches to make the stroke?
- Q.10 What is the category of Explodents?
- Q.11 R is written upward after the vowel, is it True/False.
- Q.12 _____ is a common shorthand symbol for full stop?

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 What do you mean by intervening vowels? Explain with its categories.
- Q.14 How Aspirate is used?
- Q.15 What is the difference between chay and Ray?
- Q.16 What are the qualities of a good phraseography?
- Q.17 What is the difference between tick and dot form of “THE”?
- Q.18 How abbreviated w is used?
- Q.19 Explain the use of large hook “SHUN”
- Q.20 Where the compound consonants are employed?
- Q.21 How upward and downward L is used?
- Q.22 When L and R are thickened for additional sounds?

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 Illustrate the rules of R and L with examples.
- Q.24 What should be a correct Sitting Posture while working in office?
- Q.25 Explain the use of hooks in phrases with examples.