

SECTION-D

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

- Q.23 Define the term suffix. Explain the various uses of suffixes.
- Q.24 Define Medial Semicircle? Uses of Left and Right Semicircle in Shorthand?
- Q.25 Explain the Halving principle in Shorthand with examples. Discuss the condition in which halving principle is not employed?

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4th Sem./ OMCA

Subject : Stenography - III

Time : 3 Hrs.

M.M. : 60

SECTION-A

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

- Q.1 Double length down strokes are written _____
a) throughout the line b) On the line
c) Above the line d) Both A & B
- Q.2 Magna is expressed by a _____ M
a) disjoined b) joined
c) Omision d) none of these
- Q.3 The dot-ing cannot be used medially in
a) Prefixes b) suffixes
c) Contractions d) None of these
- Q.4 Ward, wart are expressed by a _____ w and y.
a) Full sized b) Half sized
c) C $\frac{1}{4}$ d) None of these

Q.5 Half-length H when not joined to another stroke is always written _____

- a) Upward
- b) Downward
- c) Both A & B
- d) None of these

Q.6 A Semicircle is employed medially as an alternative to the _____

- a) Stroke H
- b) Stroke S
- c) Stroke W
- d) Stroke T

SECTION-B

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

Q.7 Two examples of Prefix.

Q.8 The stroke L standing alone or with a final circle attached is doubled for TR only. (T/F)

Q.9 Halving principle not employed when a _____ immediately precedes t or d.

Q.10 Half Length h when not joined to another stroke is always written _____

Q.11 The stroke L standing alone or with only a final circle attached is _____ For TR only

Q.12 Prefix Self is represented by _____

SECTION-C

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

Q.13 Explain uses of Diaphones with examples.

Q.14 Discuss the condition in which halving principle is not employed.

Q.15 Discuss the rule of Half-length of RT and LT.

Q.16 Explain the uses of medial semicircle with the help of diagram.

Q.17 Explain doubling Principle not employed with example.

Q.18 State the use of Stroke L and Circle.

Q.19 Use of initial & medial com with examples.

Q.20 How do we use ing as suffix. Give four examples.

Q.21 Explain the position of Half-length Forms.

Q.22 Define the Prefixes. Explain the various uses of negative words in Prefixes.