

- Q.30 Explain Medial Com in Prefixes with examples.
- Q.31 Give five examples of omission of -ect.
- Q.32 Explain Circles with examples in Advance Phraseography.
- Q.33 Briefly explain Accent with examples
- Q.34 What is Suffixes. Detail note on Fullness and lessness.
- Q.35 Make Outline:
- i) Teaching                      ii) Backward
  - iii) Self-made                  iv) Prompt
  - v) Banked

#### SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 What is phrasography ? How do we use circles, loops, hooks, halving doubling and omissions in advanced phraseography ?
- Q.37 Define the term suffix. Explain the various uses of suffixes.
- Q.38 Explain the various uses of special contractions in shorthand.

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#### 4th Sem / OMCA

**Subject:- Stenography (English) - III / Stenography (Eng.)- IV/ Steno (Eng.) - II**

Time : 3Hrs.

M.M. : 100

#### SECTION-A

**Note:** Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 Initial Com or Con is expressed by a
- a) Heavy dot                      b) hook
  - c) Light dot                      d) Large Circle
- Q.2 Accom is represented by
- a) G                                  b) K
  - c) KG                                d) M
- Q.3 Magna is expressed by a \_\_\_\_\_ m
- a) disjoined                      b) joined
  - c) none of these                  d) Both (a) & (b)
- Q.4 \_\_\_\_\_ is used to represent the suffix 'ing'
- a) Heavy dot                      b) hook
  - c) Light dot                      d) circle
- Q.5 The dot ing is never used \_\_\_\_\_
- a) Initially                          b) Finally
  - c) Medially                        d) None

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- Q.6 Accent may be shown by writing a  
 a) Small cross                      b) big cross  
 c) single line                      d) curve
- Q.7 In the word intro length of N would be  
 a) Single                              b) double  
 c) Half                                d) 1/4
- Q.8 The \_\_\_\_\_ for in-is never used in negative words,  
 that is where in-signifies not.  
 a) large hook                      b) Large loop  
 c) Small hook                      d) Small
- Q.9 \_\_\_\_\_ Ing generally used after contractions  
 a) Dot                                b) Dash  
 c) Small cross                      d) None of these
- Q.10 In the contraction the K is also retained in  
 a) Present Tense                      b) Past Tense  
 c) Future Tense                      d) None of these

### SECTION-B

**Note:** Objective type questions. All questions are compulsory. (10x1=10)

- Q.11 \_\_\_\_\_ is omitted between ng or t when no vowel occurs immediately.
- Q.12 The K is also retained in \_\_\_\_\_
- Q.13 \_\_\_\_\_ may be contracted by omitting the N.
- Q.14 SelfCon is indicated by a disjoined circle S. (T/F)

- Q.15 Two example of Magna.
- Q.16 Dot ing is written generally after a contracted \_\_\_\_\_
- Q.17 Express two example of Suffixes.
- Q.18 In suffixes ship is represented \_\_\_\_\_
- Q.19 Draw outline of two words o "Omission of R."
- Q.20 Draw outline of figures;  
 i) 6 Hundred                      ii) 4 billion

### SECTION-C

**Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 Explain the meaning & use of intersection of strokes.
- Q.22 Write in brief 'note-taking' technique.
- Q.23 Differentiate between a 'Prefix' and a 'suffix' with suitable examples.
- Q.24 Use of self and self con as self com with examples.
- Q.25 Use of halving principle in advanced phraseography
- Q.26 Draw the outline of phrases:  
 i) We are able to                      ii) at the same time  
 iii) all circumstances                      iv) As we have  
 v) It is said
- Q.27 Omission of Consonants.
- Q.28 Define a short note on Figures.
- Q.29 Explain Suffixes "Ment and Ality" with examples.