

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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Roll No.

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 ¼ 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.