

Q.20 Write five outlines of figures in shorthand.

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Q.21 Explain prefixes with examples.

Q.22 Explain left and Right Semi circle with examples.

**4th Sem.
Branch : OMCA
Sub. Stenography-III**

Time : 3 Hrs.

M.M. : 60

SECTION-D

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

Q.23 How essential vowels are employed?

Q.24 What are the qualities of good transcription?

Q.25 Explain where Halving principle can not be used.

SECTION-A

**Note: Multiple type Questions. All Questions are
compulsory. (6x1=6)**

Q.1 Attachment of "Accom" is represented by

- a) D b) C
c) M d) K

Q.2 "Self" is represented in Prefixes by

- a) Initial circle b) Disjoined circle
c) Final circle d) All above

Q.3 The forms used for left semi circle are

- a) w-ah.a b) w-aw.o
c) w-ow.u d) w-ai.e

- Q.4 In case of third place vowel position of horizontal stroke in doubling is written
- a) Above the line b) On the line
 - c) Through the line d) Any other way
- Q.5 No of sounds in Triphone are
- a) 3 b) 5
 - c) 4 d) 2
- Q.6 Half length strokes are used for
- a) rl b) nf
 - c) td d) All above

SECTION-B

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

- Q.7 Halving is not used when a word ends with vowel. T/F
- Q.8 “Ler and rer” are never halved T/F.
- Q.9 Can be written either upward or downward when follows shun T/F.

- Q.10 The curve M is thickened for addition of _____.
 Q.11 The shun hook generally written _____ Side of attachment .
 Q.12 R is written _____ when there is preceding vowel.

SECTION-C

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

- Q.13 Write the following phrases in shorthand by all means, in our opinion, anything, nothing.
- Q.14 Explain Sound of circle “S” using Doubling principle.
- Q.15 What do you mean by grammalogues? Explain with examples
- Q.16 Explain the use of initial hooks with examples.
- Q.17 How medial L is used in words?
- Q.18 What is the difference between small and large hook?
- Q.19 What are the things which should be considered while writing shorthand?