

## **SECTION-D**

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

- Q.23 State the rule regarding R and L hook to straight and curved strokes with examples.
- Q.24 Explain the rules regarding upward and downward R with suitable examples.
- Q.25 Explain upward and Downward L and Sh with examples.

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## **3rd Sem / Office Management & Computer Application**

### **Subject : Stenography -II**

Time : 3 Hrs.

M.M. : 60

## **SECTION-A**

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

- Q.1 \_\_\_\_\_ form of H is most commonly used.  
a) Dot H                          b) Tick H  
c) Downward H                    d) Upward H
- Q.2 After the stroke N and Ng \_\_\_\_\_ is written downward.  
a) initial L                        b) Final L  
c) Medial L                        d) none of these
- Q.3 The aspirate is added to W by enlarging the \_\_\_\_\_.  
a) Circle                            b) Curve  
c) Hook                             d) Loop

Q.4 A small initial hook written with the left motion adds

- a) L
- b) R
- c) N
- d) F

Q.5 \_\_\_\_\_ is represented by a large hook.

- a) N/F Hook
- b) Shun Hook
- c) Initial hook
- d) F/V hook

Q.6 A small final Hook , Struck by the Right motion adds \_\_\_\_\_ to all straight Strokes.

- a) f/V Hook
- b) Shun Hook
- c) N
- d) ST loop

### SECTION-B

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

Q.7 The \_\_\_\_\_ form of H is used when standing alone .

Q.8 Initial R followed by M is always written \_\_\_\_\_.

Q.9 A small initial hook written with the \_\_\_\_\_ adds R to Simple Straight strokes.

Q.10 Define LN and SHN

Q.11 The tick H is Written initially to \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Q.12 Define SHR and SHL

### SECTION-C

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

Q.13 Write the rules regarding the use of Tick H .

Q.14 Define Initial W. Rules of vowel Preceding W

Q.15 Explain small hook to NG with example

Q.16 Write a detailed note on F/V hooks to straight and curve strokes with examples.

Q.17 Explain medial R with example.

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

Q.19 What do you know about the use of Upward H ?

Q.20 Explain the double consonants with examples.

Q.21 Explain use of NG to small hook

Q.22 Explain the final Hook N with examples.