

SECTION-D

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

- Q.23 What are the intervening Vowels? How they are indicated?

Q.24 Write the basic Principles of Large Circles SW, SS and SZ. Explain with Examples.

Q.25 Write with examples the rules of Loops ST and STR in Shorthand.

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2nd Sem / Office Management & Computer Application

Subject : Stenography - I

Time : 3 Hrs.

M.M. : 60

SECTION-A

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

Q.4 _____ is union of two vowel signs in one syllable.

- a) Diphthong
- b) Vowel
- c) Triphones
- d) Consonants

Q.5 Initial R is written _____ When preceded by a vowel sound.

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

Q.6 _____ is the writing of two or more words together without lifting the pen.

- a) Joined Strokes
- b) Vowels
- c) Phraseography
- d) Grammalouges

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. $(6 \times 1 = 6)$

Q.7 There are _____ dot Vowels and _____ dash Vowels in shorthand.

Q.8 _____ is founder of Shorthand.

Q.9 Chay is always written downward and Ray is written upward. (True/False)

Q.10 There are _____ points on strokes to which a vowel sign may be placed.

Q.11 Initial R is written _____ when preceded by vowel sound.

Q.12 Initial w before k,g,m,r is represented by a _____ semicircle.

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. $(8 \times 4 = 32)$

Q.13 Explain the four points of Importance of shorthand?

Q.14 Define the Vowel Preceding and following strokes?

Q.15 Write four points on interviewing vowel with examples.

Q.16 Explain with examples of Alternative signs for R and H?

Q.17 Explain Loop ST and STR with examples.

Q.18 What is difference between curve and straight strokes.

Q.19 Write outline of: Risk, Time, Diary, Safes.

Q.20 State the use of stroke S and Z with examples.

Q.21 What do you mean by consonants. How they are formed?

Q.22 How the circle S is represented in Phraseography.