

No. of Printed Pages : 4
Roll No.

223031

3rd Sem / OMCA
Subject : Stenography - II

Time : 3 Hrs.

M.M. : 60

SECTION-A

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

- Q.1 In shorthand, what does grammologue stand for?
a) shortform b) phrase
c) circle d) hook
- Q.2 What is the primary purpose of shorthand writing?
a) Creative writing
b) Fast and efficient note-taking
c) Literature composition
d) Calligraphy
- Q.3 Which of the following is a common symbol for the word “the” shorthand?
a) tick b) cross
c) dash d) circle

Q.4 Shorthand phonetic system was developed by:

- a) Teeline shorthand b) Isaac Pitman
- c) Gregg Shorthand d) Easy Script

Q.5 What is the primary purpose of “phraseography” in a shorthand system?

- a) To write fast b) To represent in phrases
- c) To indicate signs d) all above

Q.6 In Pitman shorthand system dots and dashes used for

- a) vowels sound b) phrases
- c) grammalogues d) Punctuation

SECTION-B

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

Q.7 In Pitman Shorthand, which direction do you write upstroke?

Q.8 _____ is a basic feature of shorthand?

Q.9 In shorthand, what should be the size of inches to make the stroke?

Q.10 What is the category of Explosives?

Q.11 R is written upward after the vowel, is it True/False.

Q.12 _____ is a common shorthand symbol for full stop?

SECTION-C

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

Q.13 What do you mean by intervening vowels? Explain with its categories.

Q.14 How Aspirate is used?

Q.15 What is the difference between chay and Ray?

Q.16 What are the qualities of a good phraseography?

Q.17 What is the difference between tick and dot form of “THE”?

Q.18 How abbreviated w is used?

Q.19 Explain the use of large hook “SHUN”

Q.20 Where the compound consonants are employed?

Q.21 How upward and downward L is used?

Q.22 When L and R are thickened for additional sounds?

SECTION-D

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

Q.23 Illustrate the rules of R and L with examples.

Q.24 What should be a correct Sitting Posture while working in office?

Q.25 Explain the use of hooks in phrases with examples.