

183043/123043/93043/33043

**OMCA**  
**Subject : Stenography Eng. III**

**Time : 3 Hrs.**

**M.M. : 100**

## SECTION-A

**Note:** Multiple choice questions. All questions are compulsory. (10x1=10)

- Q.1 Prefix of “Magna” can be represented by the stroke  
a) K b) T  
c) M d) G
- Q.2 Sound of SS is a sound which is used  
a) Finally b) Medially  
c) A & B Both d) Initially
- Q.3 Suffixes are the sounds which are used in words\_\_\_\_  
a) Finally b) Medially  
c) A & B both d) Initially
- Q.4 A dash can be represented in words to Indicate “ings”  
a) Before b) After  
c) Middle d) All above
- Q.5 A Dot is written to indicate the sound of  
a) Con F b) Com  
c) A & B both d) All above

## SECTION-D

**Note:** Long Answer type question. Attempt any two questions. (2x10=20)

- Q.36 Explain Contractions with examples.  
Q.37 State the utility of Shorthand in offices.  
Q.38 Explain the Inter sections with examples.

b)

- Q.6 The Consonant which is used to indicate the sound of “Bill” is  
 a) D                                      b) B  
 c) L                                      d) M
- Q.7 Initial hook represents the sound of  
 a) R                                      b) L  
 c) A & B both                      d) Other
- Q.8 The contracted outline represents the  
 a) Contractions                      b) Intersection  
 c) Phraseography                      d) All above
- Q.9 Phraseography is the combination of words.  
 a) Two                                      b) Three  
 c) Four                                      d) All above
- Q.10 What is the sign used for word “Logical”  
 a) J                                      b) G  
 c) K                                      d) L

### SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 Sound of “Bill can be represented by the stroke “L” true or false.
- Q.12 All prefixed can be used either join or disjoin. True or False.
- Q.13 L upward and downward stroke can be used for Suffix. True or False.
- Q.14 Contractions are the contracted outlines. True or False.

- Q.15 What is the sign used for “Political Party”.
- Q.16 What is the sign which can be used for the sound of “Council”.
- Q.17 INGs can be represented by dash as suffix. True or False.
- Q.18 What is the sign which is used for the sound of SS.
- Q.19 Alternative forms are used in Curve strokes only. True or False
- Q.20 Initial hook of L is written with left motion. True or false.

### SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 What are the Legal Phrases State its application with example.
- Q.22 Hooks and circles can be used as attachment is contractions How?
- Q.23 What should be a correct sitting posture?
- Q.24 What are the qualities of a good manuscript?
- Q.25 Write the weekdays in shorthand as per Indian Calendar.
- Q.26 Write the cases where “K” can be used for intersections..
- Q.27 Write few examples where “B” can be employed to represent the word “Bill”.
- Q.28 Translate any five in English.