

- Q.28 Explain Downward H with examples.
- Q.29 Define Initial W. Explain rule of hooked form of MP
- Q.30 Discuss the rule of vowel Following R
- Q.31 Explain the Rule of Halving for T only or for D only
- Q.32 Explain the position of Half length Forms.
- Q.33 Doubling principle of straight strokes
- Q.34 Make the outline in shorthand: Letter, Fighter, Rabbit, Keen, Whale, Load
- Q.35 Write the phrases in shorthand: by all means, in our opinion

### **SECTION-D**

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 What is Doubling Principle in shorthand giving with examples ?
- Q.37 Explain the condition in which halving principle is not employed
- Q.38 Explain the rules regarding upward and downward H with suitable examples.

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**4th Sem / Branch : Office Management & Computer Application**  
**Subject:- Stenography English- II / III**

Time : 3Hrs. M.M. : 100

### **SECTION-A**

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

- Q.1 The tick H may be employed.....in phrasing  
 a) Finally b) Initially  
 c) Medially d) None of these
- Q.2 When h follows upward I or horizontal stroke written ..... may be employed  
 a) Upward H b) Downward H  
 c) Tick H d) Dot H
- Q.3 ..... Form of H is most commonly used  
 a) Dot H b) Tick H  
 c) Downward H d) Upward H
- Q.4 Medial R is generally written .....  
 a) Upward b) Upward  
 c) Both A & B d) All of these
- Q.5 ..... form of R is preferable after two downstrokes  
 a) upward b) Downward  
 c) Both A & B d) None of these

- Q.6 When..... is preceded by a vowel, the downward form of R is used  
 a) Medial R                  b) Final R  
 c) initial R                d) None of these
- Q.7 The initial hooks in wl and whl are read .....  
 a) Final                      b) Middle  
 c) First                      d) None of these
- Q.8 A stroke may be halved for either \_\_\_\_\_ in words of more than one syllable.  
 a) T & DB                    b) T only  
 c) D only                    d) None of these
- Q.9 The half length st may be written downward or upward after.....  
 a) Straight stroke            b) Shun  
 c) Curve                     d) Double stroke
- Q.10 The stroke I standing alone or with a final circle attached is ..... For tr only  
 a) Halved                    b) Hooked  
 c) Doubled                   d) None of these

### **SECTION-B**

**Note:** Objective type questions. All questions are compulsory. (10x1=10)

- Q.11 The tick H is written initially to ....., ....., .....
- Q.12 Vowel signs to halved forms are read next to the ..... stroke.

- Q.13 For an easier outline written either ..... or ..... irrespective of vowels.
- Q.14 Write the outline Roar , Roarer
- Q.15 Medial R is generally written .....
- Q.16 After the stroke N and NG final L is written .....
- Q.17 After a ..... with an attachment ..... is generally written opposite side to such attachment
- Q.18 Medial L is written .....
- Q.19 Half Length h when not joined to another stroke is always written .....
- Q.20 The stroke L standing alone or with only a final circle attached is .....

### **SECTION-C**

**Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 Write the rules regarding the use of Tick H.
- Q.22 What are the rules regarding the use of upward L.
- Q.23 What do you know about stroke L in doubling principle
- Q.24 Which words are indicated by the doubling principle in phraseography.
- Q.25 Explain Briefly Compound Consonants in shorthand giving with examples
- Q.26 Write a note on left and right semicircle
- Q.27 Define upward L and use of L after N and NG.