

- Q.29 Write Grammalogues in shorthand: Gold, that, without, Wished, Great.
- Q.30 Explain upward and downward L and strokes.
- Q.31 Define the position of double length strokes.
- Q.32 Briefly discuss the uses of RT and LT.
- Q.33 Discuss the rules when halving principle may not be employed.
- Q.34 Define upward L ? Explain the rules when L Preceding or following curve and circle.
- Q.35 Write the rules regarding the use of Tick H and Dot H?

#### **SECTION-D**

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

- Q.36 Explain the Rules regarding the uses of Upward and Downward R with suitable examples?
- Q.37 What is Halving Principle in Shorthand explain with examples.
- Q.38 Write a detailed note on Diaphonic or two vowels signs. Explain with examples.

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#### **3rd Sem / 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 Double strength down strokes are written \_\_\_\_\_  
 a) through the line      b) On the line  
 c) Above the line      d) Both A & B
- Q.2 Upward form of H is represented when h is followed by  
 a) T & D                  b) K & G  
 c) P & B                  d) Both A & B
- Q.3 After a \_\_\_\_\_ with initial attachments, sh is written on the opposite side to attachment.  
 a) Curve stroke      b) Straight down stroke  
 c) Both A & B      d) None of these
- Q.4 Tick H is used when preceding strokes \_\_\_\_\_  
 a) MLR                  b) TKR  
 c) MNR                  d) MNL
- Q.5 Initial R followed by \_\_\_\_\_ is always written downward.  
 a) M                  b) N  
 c) L                  d) T

Q.6 Doubling Principle is employed in phraseography for \_\_\_\_\_

- a) Other b) whether
- c) their d) None of these

Q.7 The stroke I standing along or with a final circle attached is \_\_\_\_\_ For tr only

- a) Doubled b) Hooked
- c) Halved d) None of these

Q.8 When \_\_\_\_\_ is preceded by a vowel, the downward form of R is used.

- a) Medial R b) Initial R
- c) Final R d) None of these

Q.9 \_\_\_\_\_ Form of H is most commonly used.

- a) Dot H b) Tick H
- c) Downward H d) Upward

Q.10 Circle S at the end of a double length form is read after the syllable indicated by \_\_\_\_\_

- a) Doubling b) Halving
- c) Both a & b d) None of these

### SECTION-B

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

Q.11 Define DOT.H.

Q.12 Define Halving Principle.

Q.13 Define Medial L.

Q.14 Define Doubling Principle.

Q.15 Medial L is generally written \_\_\_\_\_

Q.16 When standing alone H is written \_\_\_\_\_

Q.17 Initial R followed by m is always written \_\_\_\_\_

Q.18 The Tick H is written Initially to \_\_\_\_\_, \_\_\_\_\_,

Q.19 The stroke L standing alone or with only a final circle attached is \_\_\_\_\_

Q.20 Half length forms should not be written through the line for vowel indication. (True/False)

### SECTION-C

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

Q.21 Use of Halving Principle in Advanced Phraseography.

Q.22 What do you know about Right Semicircle.

Q.23 Explain vowel Indication in shorthand?

Q.24 What are the rules regarding the use of upward L.

Q.25 State the use of Upward H?

Q.26 Explain briefly the halving principles give only five points.

Q.27 Make outlines of the following phrases and contractions.

- i) By all means ii) Something
- iii) in our opinion iv) at all costs
- v) Anything

Q.28 What do you know about Stroke L in doubling principle.