

- Q.27 Explain Hooks with examples in advance phraseography.

Q.28 Use of fulness and lessness or louseness in suffixes with suitable example.

Q.29 Explain Self Con and Self Com Prefixes with examples.

Q.30 Explain medical T with examples.

Q.31 How figures are represented by shorthand outlines.

Q.32 Give five examples of Omission of K before -shun.

Q.33 Discuss Principles of phrasing in advance phraseography.

Q.34 Explain Hooks with examples in advance Phraseography.

Q.35 Make outline:

I) Transfer	ii) Accommodation
iii) Tying	iv) deeply
v) Leadership	

SECTION-D

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

- Q.36 Define the Prefixes. Explain the various uses of negative words in Prefixes.

Q.37 Explain the various uses of special contractions in shorthand.

Q.38 Explain the omission of consonants in contractions.

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**4th Sem / Office Management & Computer Application
Subject:-Stenography (English)-III/ Stenography
(Eng.)-IV/Steno(Eng.)-II**

Time : 3Hrs. M.M. : 100

SECTION-A

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

- Q.1 Ward, wart or wort are expressed by a half sized _____ and _____

a) K,G b) T,D

c) W,Y d) None of these

Q.2 Accom is represented by _____ joined disjoined.

a) G b) K

c) KG d) M

Q.3 Magna is expressed by a _____ M.

a) Disjoined b) Joined

c) none of these

Q.4 _____ is used to represent the suffix ‘ing’.

a) Heavy dot b) Hook

c) Light Dot d) Circle

- Q.5 The dot “ing” is never used _____.
 a) Initially b) Finally
 c) Medially d) None of these
- Q.6 Self is represented by a disjoined _____.
 a) Small cross b) Circle S
 c) Stroke 5 d) Light Dot
- Q.7 In the word intro length of N would be _____.
 a) Single b) double
 c) Half d) 1/4
- Q.8 Trans may be contracted omitting the _____.
 a) P b) 5
 c) N d) T
- Q.9 Ing generally used after contractions
 a) Dot b) Dash
 c) Small cross d) None of these
- Q.10 Where P is very slightly sounded, it may be _____.
 a) Inserted b) Omitted
 c) Both A & B d) None of these

SECTION-B

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

- Q.11 Prefix Self is represented by _____

- Q.12 Define the term intersections.
 Q.13 Omission of consonants.
 Q.14 Two examples of Prefix.
 Q.15 Dot-ing generally used after contractions. (T/F)
 Q.16 In intersections P is employed to represent _____
 Q.17 Two example of Magna.
 Q.18 Logograms, joined or Disjoined may be used as Prefixes or suffixes. (T/F)
 Q.19 Draw the outline of Grammalogues :
 i) Instruction ii) Selfish-ness
 Q.20 Where P is slightly sounded it may be _____

SECTION-C

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

- Q.21 How do we use circles & loops in advance phrasography?
 Q.22 Give two conditions in which essential vowels should be inserted.
 Q.23 Use of initial & medial com with examples.
 Q.24 How do we use ing as suffix? Give four examples.
 Q.25 Give four example of omission of light sounded consonant p.
 Q.26 Draw outlines of the following phrases:
 a) agree with the b) as it were
 c) there must have been d) for a time