

### Section-C

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

- Q.21 What are the rules for using contractions in shorthand?
- Q.22 How do contractions differ from abbreviations in shorthand?
- Q.23 How can one practice to improve speed in shorthand?
- Q.24 What are the different types of intersection used in shorthand?
- Q.25 What are the guidelines for effectively using phrases in shorthand?
- Q.26 What are the principles of English shorthand?
- Q.27 How does English shorthand improve transcription skills?
- Q.28 What are the types of vowels on shorthand?
- Q.29 What should be the considerations for taking accurate and concise notes?
- Q.30 What are the prefixes explain with examples?
- Q.31 What do you mean by phonetic system?
- Q.32 What are the applications of English shorthand in the modern world?
- Q.33 What are the challenges of learning English shorthand?
- Q.34 How does intersections are used in words?
- Q.35 What are the short forms in shorthand?

## Section-D

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

- Q.36 Explain Intersections with examples.  
Q.37 What are the essential Vowels how they are indicated?  
Q.38 Explain Prefixes and Suffixes with examples.

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**4th Sem. / OMCA**

**Subject : Stenography (English)-III, Stenography  
(Eng.)-IV/Steno (Eng.)-II**

Time : 3 Hrs.

M.M. : 100

## SECTION-A

**Note: Multiple type Questions. All Questions are compulsory. (10x1=10)**

- Q.1 What was Sir Isaac Pitman known for?
- a) Inventing the telephone
  - b) Developing English Shorthand
  - c) Discovering gravity
  - d) Creating the first computer
- Q.2 When was Sir Isaac Pitman born?
- a) 1627
  - b) 1732
  - c) 1813
  - d) 1899
- Q.3 What system did Sir Isaac Pitman develop?
- a) Braille
  - b) Morse code
  - c) English shorthand
  - d) Sign language
- Q.4 How many vowels are in shorthand of Pitman?
- a) 21
  - b) 23
  - c) 26
  - d) 12
- Q.5 When was the first edition of Sir Isaac Pitman's shorthand system published?
- a) 1837
  - b) 1862
  - c) 1888
  - d) 1923

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- Q.6 What is the official name of Sir Isaac Pitman's shorthand system?
- Pitman shorthand
  - Pitman's phonetic shorthand
  - Pitman's writing system
  - Pitman's stenography
- Q.7 How many countries officially adopted Sir Isaac Pitman's shorthand system?
- 50
  - 75
  - 100
  - 125
- Q.8 What was the purpose of Sir Isaac Pitman's shorthand system?
- To increase writing speed
  - To make handwriting more artistic
  - To develop universal language
  - To improve reading comprehension
- Q.9 How many symbols or characters are used in Sir Isaac Pitman's shorthand system?
- 17
  - 26
  - 40
  - 52
- Q.10 What is the key principle of Sir Isaac Pitman's shorthand system?
- Write quickly, not perfectly
  - Write what you hear, not what you know
  - Write with simplicity and clarity
  - Write in a way that is aesthetically pleasing

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## Section-B

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

- Q.11 What is the main advantages of Sir Isaac Pitman's shorthand system over other shorthand systems?
- Speed
  - Accuracy
  - Flexibility
  - Ease of learning
- Q.12 Where was Sir Isaac Pitman born?
- London, England
  - Paris, France
  - New York, USA
  - Sydney, Australia
- Q.13 What is the main benefit of using Sir Isaac Pitman's shorthand system?
- Faster note-taking
  - Better spelling
  - Improved memory
  - Enhanced creativity
- Q.14 What is the most difficult part of learning Sir Isaac Pitman's shorthand system?
- Memorizing the characters
  - Mastering the stroke order
  - Applying the rules consistently
  - Understanding the abbreviations
- Q.15 What is the main use of Sir Isaac Pitman's shorthand system today?
- Journalism
  - Court reporting
  - Personal note-taking
  - Secretarial work
- Q.16 Contraction means \_\_\_\_\_.
- Q.17 Prefixes are attached in words \_\_\_\_\_.
- Q.18 Suffixes are attached \_\_\_\_\_.
- Q.19 Rule of joining is :
- Q.20 On the basis of sounds category of L and R is \_\_\_\_\_.

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