

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 Vowel how they are indicated?
- Q.38 Explain Prefixes and Suffixes with examples.

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

- 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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