

- Q.20 Write five outlines of figures in shorthand.
- Q.21 Explain prefixes with examples.
- Q.22 Explain left and Right Semi circle with examples.

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**4th Sem.**  
**Branch : OMCA**  
**Sub. Stenography-III**

Time : 3 Hrs.

M.M. : 60

## SECTION-D

**Note: Long answer questions. Attempt any two questions out of three Questions. (2x8=16)**

- Q.23 How essential vowels are employed?
- Q.24 What are the qualities of good transcription?
- Q.25 Explain were Halving principle can not used.

## SECTION-A

**Note: Multiple type Questions. All Questions are compulsory. (6x1=6)**

- Q.1 Attachment of “Accom” is represented by
- a) D    b) C
- c) M    d) K
- Q.2 “Self” is represented in Prefixes by
- a) Initial circle                          b) Disjoined circle
- c) Final circle                            d) All above
- Q.3 The forms used for left semi circle are
- a) w-ah.a                                 b) w-aw.o
- c) w-ow.u                                 d) w-ai.e

Q.4 In case of third place vowel position of horizontal stroke in doubling is written

- a) Above the line                      b) On the line
- c) Through the line                  d) Any other way

Q.5 No of sounds in Triphone are

- a) 3    b) 5
- c) 4    d) 2

Q.6 Half length strokes are used for

- a) rl    b) nf
- c) td    d) All above

### SECTION-B

**Note: Objective/Completion type questions. All questions are compulsory. (6x1=6)**

Q.7 Halving is not used when a word ends with vowel. T/F

Q.8 “Ler and rer” are never halved T/F.

Q.9 Can be written either upward or downward when follows shun T/F.

Q.10 The curve M is thicked for addition of \_\_\_\_\_.

Q.11 The shun hook generally written \_\_\_\_\_ Side of attachment .

Q.12 R is written \_\_\_\_\_ when there is preceding vowel.

### SECTION-C

**Note: Short answer type Questions. Attempt any eight questions out of ten Questions. (8x4=32)**

Q.13 Write the following phrases in shorthand by all means, in our opinion, any thing, nothing.

Q.14 Explain Sound of circle “S” using Doubling principle.

Q.15 What do you mean by grammalogues? Explain with examples

Q.16 Explain the use of initial hooks with examples.

Q.17 How medial L is used in words?

Q.18 What is the difference between small and large hook?

Q.19 What are the things which should be considered while writing shorthand?