

- 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 |

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- 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