

- Q.25 Write grammalogues in shorthand: Impossible, Whether, Gentlemen, Child, Trade
- Q.26 What do you know about half length H.
- Q.27 What is the meaning of Diphone.
- Q.28 Explain Medial R with example.
- Q.29 Explain the Rule of doubling principle of straight strokes.
- Q.30 Discuss the rule of Half length of RT and LT
- Q.31 Define upward L and vowel indication in case of upward L.
- Q.32 Explain Tick H with examples
- Q.33 Explain Vowel indication in Shorthand.
- Q.34 Define Initial W. Rules of vowel preceding W.
- Q.35 Write the Phrases in shorthand : at all times, able to make

#### **SECTION-D**

**Note:** Long answer type questions. Attempt any two questions out of three questions.  $(2 \times 10 = 20)$

- Q.36 What is Halving Principle in shorthand giving with examples?
- Q.37 Explain Upward and Downward Sh with examples.
- Q.38 Explain the rules regarding the use of upward and downward L with suitable example.

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#### **3rd Sem / OMCA** **Subject:- Stenography (English) - II / III**

Time : 3Hrs.

M.M. : 100

#### **SECTION-A**

**Note:** Multiple choice questions. All questions are compulsory  $(10 \times 1 = 10)$

- Q.1 Upward form of H is represented when h is followed by
- |          |               |
|----------|---------------|
| a) T & D | b) K & G      |
| c) P & B | d) Both A & B |
- Q.2 When Preceding strokes M,L,R initial H is represented by a \_\_\_\_\_
- |               |                |
|---------------|----------------|
| a) Short Tick | b) Dot         |
| c) Dash       | d) small cross |
- Q.3 Initial R followed by M is always written \_\_\_\_\_
- |               |                  |
|---------------|------------------|
| a) Upward     | b) Downward      |
| c) Both A & B | d) None of these |
- Q.4 \_\_\_\_\_ generally written upward but downward in some derivatives.
- |             |              |
|-------------|--------------|
| a) Medial R | b) Initial R |
| c) Final R  | d) upward L  |

- Q.5 After the stroke N and Ng \_\_\_\_\_ is written downward
- initial L
  - Final L
  - Medial L
  - None of these
- Q.6 The stroke L, initial or final is most commonly written \_\_\_\_\_
- Downward
  - Medially
  - Upward
  - Initially
- Q.7 After a \_\_\_\_\_ with an initial attachment , Sh is written on the opposite side to attachment
- Curve stroke
  - straight down stroke
  - Both A & B
  - None of these
- Q.8 Double length downstrokes are written \_\_\_\_\_
- through the line
  - On the line
  - Above the line
  - Both A & B
- Q.9 A \_\_\_\_\_ Semicircle is written in the middle of word waw, wo, woo
- Left
  - right
  - Both A & B
  - None of these
- Q.10 Th upward form R may be used medially and finally for \_\_\_\_\_
- Rd
  - ng
  - ded
  - ted

## SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 Medial L is generally written \_\_\_\_\_
- Q.12 Ler and rer never \_\_\_\_\_
- Q.13 Final L is written downward after \_\_\_\_\_ and \_\_\_\_\_
- Q.14 Write the outline: Rob, borrow
- Q.15 When R follows another stroke and is hooked finally generally written \_\_\_\_\_
- Q.16 When standing alone H is written \_\_\_\_\_
- Q.17 \_\_\_\_\_ is used as an alternative to the stroke in the middle of a word.
- Q.18 Initial R followed by m is always written \_\_\_\_\_
- Q.19 \_\_\_\_\_ Initial or final is most commonly written upward.
- Q.20 After the strokes N and NG final L is written \_\_\_\_\_

## SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 What do you know about the use of Upward H?
- Q.22 Write the rules regarding use of LR and RR Signs?
- Q.23 Explain the uses of medial semicircle with help of diagram.
- Q.24 Write an outline in Shorthand: sleep, asleep, like, alike, enter.