

- Q.20 Explain R and L Hooks to curve strokes.
- Q.21 Define upward L and Use of L after N and NG.
- Q.22 Write a detailed note on compound consonants in shorthand.

### SECTION-D

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

- Q.23 What do you understand by “Aspirate” explain with suitable examples.
- Q.24 State the rule regarding R and L hook to straight and curved strokes with examples.
- Q.25 Explain Shun Hook in Shorthand with examples.

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### 3rd Sem / Office Management & Computer Application Subject :Stenography - II

Time : 3 Hrs.

M.M. : 60

### SECTION-A

**Note:** Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 The hooked forms LN and SH N when joined to another stroke may be written \_\_\_\_\_ Or \_\_\_\_\_
- a) Upward                      b) Downward
- c) Both A and B              d) None of these
- Q.2 A small initial hook written with the left motion adds \_\_\_\_\_ to straight strokes.
- a) R                              b) L
- c) K                              d) N

Q.3 A small final hook, written inside the curve adds\_\_\_\_\_ to all curved strokes.

- a) M                                      b) L
- c) R                                      d) N

Q.4 The termination shun, tion, sion is represented by a

- a) Small Hook                      b) Large Hook
- c) Initial Hook                    d) Final Hook

Q.5 \_\_\_\_\_ form of H is used when standing alone.

- a) Upward                              b) Downward
- c) Tick H                              d) Dot H

Q.6 The initial hooks in wl and whl are read \_\_\_\_\_

- a) A final                              b) Middle
- c) First                                d) None of these

### SECTION-B

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

Q.7 Define vowel preceding R.

Q.8 Define Dot H.

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Q.9 Define Medial R.

Q.10 Which symbol is used for “sh” in shorthand.

Q.11 When standing alone the\_\_\_\_\_ form of H is used.

Q.12 Shun hook may be used medially. (T/F)

### SECTION-C

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

Q.13 Write the rules regarding the use of Tick H and Dot H.

Q.14 What do you know about the use of Downward H?

Q.15 Write a detailed note on N hook to straight and curve strokes with examples.

Q.16 Write the rules regarding Shun following Circle S and NS with examples.

Q.17 Explain Final Hook N with suitable examples.

Q.18 Write the rules regarding the use of Tick H and Dot H.

Q.19 Explain Medial R with example.

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