

SECTION-D

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

Q.23 How circle S is employed in grammalogues and phrases?

Q.24 Stenography is an Art skill illustrate the statement.

Q.25 Explain vowels with examples.

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2nd Sem. / Branch: OMCA

Subject : Stenography-I

Time : 3 Hrs.

M.M. : 60

SECTION-A

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

Q.1 Attachment of S are only used at the end of the words.

- a) True
- b) False
- c) Often
- d) None

Q.2 There are _____ curve strokes

- a) 13
- b) 15
- c) 16
- d) 18

Q.3 There are _____ upward curve strokes

- a) One
- b) Two
- c) Three
- d) Four

Q.4 Position of stroke begins in the stroke where it _____

- a) Starts b) Ends
- c) Middle d) None

Q.5 There are _____ light dash vowel in shorthand.

- a) 4 b) 6
- c) 5 d) 3

Q.6 Vertical strokes are written from top to bottom

- a) True b) False

SECTION-B

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

Q.7 "R" upward is written when there is vowel in the word

- a) Begins b) Middle
- c) Ends d) All above

Q.8 There are _____ strokes which are called liquids

Q.9 No of strokes are _____

Q.10 Right motion refers to anti clock wise direction (T/F)

- Q.11 Write examples of few phrases
- Q.12 Define logograms how they are used?

SECTION-C

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

Q.13 Write the months of a year in short hand as per Indian calender

Q.14 Write the cases where P,B,T,D,Ch,Jay can be used in words.

Q.15 How you will illustrate the statement that shorthand is important to learn for office work?

Q.16 Explain the uses of stroke-S

Q.17 What are the signs which are used as dots in vowels.

Q.18 What is the difference between straight and curve stroke ?

Q.19 What are the things which should be considered while making strokes?

Q.20 Write signs of punctuations in shorthand.

Q.21 Write outlines of five shortforms.

Q.22 Write phrases using dipones.