

- Q.14 How Circle Sw and SS are used?
- Q.15 What are diphthongs and triphones how they are represented?
- Q.16 What is abbreviated 'W' how it is used?
- Q.17 Explain Second Place vowels with their positions and values.
- Q.18 What are alternative forms explain with examples.
- Q.19 Write in shorthand: As we can, As We have, to the, and the.
- Q.20 What are the important things to be considered while practicing shorthand?
- Q.21 How consonants are written on the basis of Sounds?
- Q.22 Write the rules of loop ST and STR.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)
- Q.23 When Strokes 'S' and 'Z' are used write with relevant examples.
- Q.24 What is phonetic system in Pitman's shorthand explain basic fundamentals.
- Q.25 Explain all short and long Vowels of Shorthand with examples.

No. of Printed Pages : 4

Roll No.

223022

2nd Sem. / OMCA

Subject : Stenography - I

Time : 3 Hrs.

M.M. : 60

SECTION-A

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

- Q.1 What is the Pitman shorthand symbol for the letter "N"?
- a) Small loop
 - b) Large circle
 - c) Curved line
 - d) Small circle
- Q.2 Which of the following represents the letter "T" in Pitman shorthand?
- a) Large loop
 - b) Straight line
 - c) Large circle
 - d) Small loop
- Q.3 What is the purpose of phraseography in Pitman shorthand?
- a) To represent long words
 - b) To write phrases and common expressions as single outlines

- c) To create complex symbols for special characters
d) To indicate punctuation marks
- Q.4 Which of the following is an example of a phrase written in Pitman shorthand?
a) "A cat"
b) "The quick brown fox"
c) "Jumped over"
d) "The lazy dog"
- Q.5 What is the term for the practice of joining common words together in Pitman shorthand for increased speed?
a) Phraseology b) Stenography
c) Phraseography d) Phonetics
- Q.6 How many basic strokes are written straight upward direction in Pitman shorthand?
a) 4 b) 3
c) 6 d) 8

SECTION-B

- Note:** Objective/ Completion type questions. All questions are compulsory. (6x1=6)
- Q.7 Which Pitman shorthand symbol _____ is used to represent the sound of "ch" as in "church"?
- Q.8 In Pitman shorthand _____ is determined by the position of the strokes.
- Q.9 Which types of strokes are used to represent 'liquids' sounds in Pitman shorthand?
a) Straight lines b) Curved lines
c) Dots d) Circles
- Q.10 In Pitman shorthand, which of the following strokes represents the letter "K"?
a) Straight line b) Curved line
c) Small circle d) Small loop
- Q.11 P is written at an angle of _____
- Q.12 Alternative form is used for the strokes _____

SECTION-C

- Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)
- Q.13 Write the principles of phraseopgraphy with examples.