1st year / Diploma in Office Management &
Computer Application
Subject : Stenography (English)-1

Time : 3 Hrs.   M.M. : 60

SECTION-A

Note: Multiple Choice Questions. All Questions are
compulsory.   (6x1=6)

Q.1   Which is alternative forms?

a)   Fr   b)   vr

c)   thr   d)   both

Q.2   Right curve F1 V1 used only after?

a)   Straight upstroke   b)   Horizontal

c)   Both   d)   Done

Q.3   Write the sign of interving dot vowel?

a)   Initial hook   b)   Final hook

c)   Both   d)   None

Q.4   What is small final hook?

a)   N & F   b)   F & V

c)   Both   d)   None

Q.5   Which is the motion of final hook?

a)   Left   b)   Right

c)   Both   d)   None

Q.6   Type of tick

a) One   b) Two

c) Three   d) None

Section-B

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

Q.7   Pharaseography is writing of _____ words together?

Q.8   The consonants S and Z are not represent only by the storkes but also by a _____?

Q.9   The circle's is written _____ curive?

Q.10   The stroke's is written initially in the _____?

Q.11   Where the final syllable out is immediately preceded by _____?

Q.12   A large medial final circle written with the _____?

Section-C

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

Q.13   Explain the Sw and SS or SZ?

Q.14   Explain the loop St and Str?

Q.15   Make the outline of the words?

Q.16   Define the N and F hook to curve strokes?

Q.17   Explain the example of hooks used to medially?

Q.18   Which types use the N and F hooks in pharasegraphy?

Q.19   Circle and loop to used final hooks is curves and straight stroke?

Q.20   Meaning of stroke S and Z?

Q.21   Meaning of double consoants and four example?

Q.22   Define shun hook with example.

Section-D

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

Q.23   Write a detailed note on N and F/V hook to straight and curve stsoke with examples.

Q.24   Define the final hook to curve strokes and examples?

Q25   Explain the initial hook with examples?