

- Q.29 How will you write in shorthand : It would be, with you, to deal with the, I am able to, all over.

Q.30 Write any five outline for the following words:
Father, Mother, Teacher, Child, Woman, Sir, Madam

Q.31 Write some phrases in political terms.

Q.32 Where the final consonant is necessary to indicate.

Q.33 Write the examples of Indian figures in shorthand.

Q.34 How will you differentiate the similar outlines?

Q.35 Write about how shorthand is a phonetic system?

SECTION-D

Note: Long Answer type question. Attempt any two questions. (2x10=20)

- Q.36 Explain Contractions with examples.
Q.37 State the utility of Shorthand in offices.
Q.38 Explain the Inter sections with examples.

b)

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Roll No.....

OMCA
Subject : Stenography Eng. III

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory. (10x1=10)

- Q.1 Prefix of “Magna” can be represented by the stroke
a) K b) T
c) M d) G

Q.2 Sound of SS is a sound which is used
a) Finally b) Medially
c) A & B Both d) Initially

Q.3 Suffixes are the sounds which are used in words _____
a) Finally b) Medially
c) A & B both d) Initially

Q.4 A dash can be represented in words to Indicate “ings”
a) Before b) After
c) Middle d) All above

Q.5 A Dot is written to indicate the sound of
a) Con F b) Com
c) A & B both d) All above

- Q.6 The Consonant which is used to indicate the sound of “Bill” is

 - a) D
 - b) B
 - c) L
 - d) M

Q.7 Initial hook represents the sound of

 - a) R
 - b) L
 - c) A & B both
 - d) Other

Q.8 The contracted outline represents the

 - a) Contractions
 - b) Intersection
 - c) Phraseography
 - d) All above

Q.9 Phraseography is the combination of words.

 - a) Two
 - b) Three
 - c) Four
 - d) All above

Q.10 What is the sign used for word “Logical”

 - a) J
 - b) G
 - c) K
 - d) L

SECTION-B

Note: Objective type questions. All questions are compulsory. (10x1=10)

- Q.11 Sound of “Bill can be represented by the stroke “L” true or false.
 - Q.12 All prefixed can be used either join or disjoin. True or False.
 - Q.13 L upward and downward stroke can be used for Suffix. True or False.
 - Q.14 Contractions are the contracted outlines. True or False.

- Q.15 What is the sign used for “Political Party”.
 - Q.16 What is the sign which can be used for the sound of “Council”.
 - Q.17 INGs can be represented by dash as suffix. True or False.
 - Q.18 What is the sign which is used for the sound of SS.
 - Q.19 Alternative forms are used in Curve strokes only.
True or False
 - Q.20 Initial hook of L is written with left motion. True or false.

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 What are the Legal Phrases State its application with example.
 - Q.22 Hooks and circles can be used as attachment is contractions How?
 - Q.23 What should be a correct sitting posture?
 - Q.24 What are the qualities of a good manuscript?
 - Q.25 Write the weekdays in shorthand as per Indian Calendar.
 - Q.26 Write the cases where “K” can be used for intersections..
 - Q.27 Write few examples where “B” can be employed to represent the word “Bill”.
 - Q.28 Translate any five in English.