

## **SECTION-D**

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 Define Phraseography, explain three best qualities of phraseography giving with examples.
- Q.37 Define Diphthongs, How many kinds and places of diphthongs giving with examples.
- Q.38 Define vowels, how many kinds of vowels, sign and places of vowels giving with examples.

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**OMCA**  
**Subject:- Stenography (Eng)**

Time : 3Hrs.

M.M. : 100

## **SECTION-A**

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

- Q.1 How many places of Diphthongs. (4,3,2)
- Q.2 Chay is written (down word, up word)
- Q.3 How many kinds of Diphthong. (2,4,6)
- Q.4 Size of consonants (1/6", 1/2", 1/4")
- Q.5 How many places of Diphthongs. (4,3,2)
- Q.6 Vowel places (5,7,3)
- Q.7 Long vowels are represented by (Light dot and light dash, dark dot and dark dash)
- Q.8 How many qualities of phraseography. (6,3,5)
- Q.9 When preceded by a vowel 'R' is written (up word, down word)
- Q.10 'H' is most commonly used. ( up word, down word)

(40)

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## **SECTION-B**

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

Q.11 In triphone there is combination of \_\_\_\_\_ Vowel sounds.

Q.12 Third position means \_\_\_\_\_

Q.13 \_\_\_\_\_ are the result of audible friction.

Q.14 Chay is written \_\_\_\_\_ & \_\_\_\_\_ is written upward at an angle of 30° from horizontal .

Q.15 Downward 'R' is written before \_\_\_\_\_

Q.16 A diphthong is the union of \_\_\_\_\_ vowel sounds.

Q.17 There are \_\_\_\_\_ long \_\_\_\_\_ short vowels in shorthand.

Q.18 Mark of full stop is written in shorthand \_\_\_\_\_

Q.19 Diphthong are of \_\_\_\_\_ places

Q.20 Exclamation sign is represented \_\_\_\_\_

## **SECTION-C**

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

Q.21 Write a short note on joined Diphthongs.

Q.22 What are compound words?

Q.23 What do you know about punctuation sign in shorthand?

Q.24 Write alternate form of 'R' and 'H'.

Q.25 Write Phrases : How can they, I see, It was , I am, I have had

Q.26 Write Grammalogues: Was. Of. Who. To, Them

Q.27 Define Consonants. Explain various classes of consonants.

Q.28 Explain intervening vowels and their positions with examples.

Q.29 Explain grammalogues.

Q.30 Explain five note taking techniques in shorthand.

Q.31 Write five importance of shorthand.

Q.32 Write five points on sitting position while taking dictation.

Q.33 What is difference between z and ZH.

Q.34 Write a short note abbreviated 'W'.

Q.35 How would you represent long place vowels?