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Roll No.....

183014

1<sup>st</sup> Year Annual Pattern (Re-app)

**Branch :** Office Management & Computer Application  
**Sub.:** Stenography Eng

**Time : 3 Hrs.**

**M.M. : 60**

### **SECTION-A**

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

- Q.1 The full stop is indicated by a \_\_\_\_\_  
a) Tick                    b) Dot  
c) Dash                    d) Small cross
- Q.2 A \_\_\_\_\_ is a frequently occurring word represented by a single sing.  
a) Grammalogues        b) Punctuation  
c) Vowels                d) None of these
- Q.3 The Consonant R \_\_\_\_\_ written downward.  
a) Medially              b) Initially  
c) Finally                d) Standing alone
- Q.4 In shorthand \_\_\_\_\_ common diphthong may be indicated.  
a) Three                  b) Five  
c) Four                    d) Two
- Q.5 Initial W before k,g, m, r is represented by a \_\_\_\_\_.

- a) Right Semicircle    b) Left Semicircle
  - c) Small tick            d) Light dash
- Q.6 A \_\_\_\_\_ used initially represents S only
- a) Large circle        b) Small circle
  - c) Small tick            d) None of these

### Section-B

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

- Q.7 Who invented the shorthand?
- Q.8 Size of consonants?
- Q.9 Define Nasals.
- Q.10 The long vowels are represented by heavy dot and heavy dash. (T/W)
- Q.11 Downward H is written when the letter \_\_\_\_\_.
- Q.12 A \_\_\_\_\_ is a union of two vowel sounds in one syllable.

### Section-C

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

- Q.13 Briefly explain sitting position at the time of writing shorthand.
- Q.14 Explain Origin of shorthand.
- Q.15 Explain vowel preceding and following strokes.

- Q.16 Discuss the Rule of N Hook to straight & curve.
- Q.17 Write a note on Diphthong.
- Q.18 State the use of Circle S and Z with examples.
- Q.19 Explain alternative forms of FR and VR with examples.
- Q.20 Explain final hooks with curve strokes giving with examples.
- Q.21 State four points on intervening vowel.
- Q.22 Briefly explain Triphones & abbreviated W with examples.

### Section-D

**Note:** Long answer questions. Attempt any Two question out of Three Question. (2x8=16)

- Q.23 Explain the Phraseography with example? Write the quality of good phraseogram.
- Q.24 Explain Loop ST and STR with examples.
- Q.25 Define Consonants? Explain the classes and Pairs of Consonants with examples.