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Roll No.....

183014

1st 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.