

- Q.27 How upward R and upward L are used?
 Q.28 Explain the use of Aspirate-H with examples
 Q.29 Write the rules of position and value of vowels with examples.
 Q.30 What is the difference between ST and STR?
 Q.31 What is the difference between Chay and Ray?
 Q.32 State the use of two forms of 'THE' in phrases.
 Q.33 How shorthand skills play an important role in Corporate World?
 Q.34 Explain circles in reference of phraseography with examples.
 Q.35 What are the things which should be remembered while making outlines?

SECTION-D

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

- Q.36 Explain the small final hooks with examples.
 Q.37 How initial large circle used explain with rules?
 Q.38 Write any five sentences from the following passage-
 We-have to send this catalogue positively by today.
 Their computer department rather appeals to-the boys in-
 this school.
 The new leather belt for use with a waterproof coat seems
 cheap.
 There-is also, a rather attractive lamp, with silvered
 reflector.
 These people are enterprising, they-are inventors as-
 well-as dealers.
 Therefore, we should-be-able-to rely upon-their
 spare parts fittings.

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Roll No.

3rd Sem./Branch : OMCA

Subject:- Stenography (English)-II / III

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 In shorthand, what does a horizontal line with a hook represents?
 a) The letter "kr" b) The letter "Pr"
 c) The letter "Fr" d) The letter "Lr"
 Q.2 What is the primary advantage of using shorthand symbols for transcription?
 a) Improved proofreading
 b) Decreased transcription speed
 c) Reduced paper usage
 d) Enhanced confidentiality
 Q.3 A small circle above a consonant indicate?
 a) The letter "C" b) The letter "M"
 c) The letter "S" d) The letter "P"
 Q.4 Which of the following is an advantage of phraseography?
 a) Minimal use of vowels
 b) Greater speed and brevity
 c) High use of punctuation
 d) Compatibility with Morse

- Q.5 What is the primary advantage of "doubling" in shorthand writing?
- To increase accuracy
 - To add emphasis
 - To indicate duplication
 - To simplify transcription
- Q.6 In Pitman Shorthand, which of sound represents the small hook and stroke both?
- The letter "N"
 - The letter "B"
 - The letter "D"
 - The letter "T"
- Q.7 What is the primary function of "vowel omission" in shorthand systems?
- To increase legibility
 - To improve fluency
 - To save time and space
 - To add emphasis
- Q.8 A semicircle is employed as an alternative to the stroke w is called
- The abbreviation
 - The punctuation
 - The apprehension
 - The contraction
- Q.9 Prefix of light dot represent the sound of
- The Self
 - The self con
 - The self com
 - The circle S
- Q.10 A small initial hook written with the Right motion represents the sound of
- R
 - L
 - F
 - N

SECTION-B

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

- Q.11 The four strokes _____ thickened for the addition of sound D
- Q.12 If a vowel comes between I-d, r-d. The thickened forms can not be used T/F
- Q.13 Mp and ng may be halved and thickened always T/F
- Q.14 A medial left semicircle represents the sounds of _____ or the corresponding short sounds.
- Q.15 Prefix of light dash represent the sound of _____
- Q.16 The sign for trs stroke disjoined or joined represent the sound of _____
- Q.17 A disjoined circle s written in the second vowel-place represent the sound of _____
- Q.18 A disjoined circle s written in the place of the con-dot. T/F
- Q.19 R It is written downward if vowel follows. T/F
- Q.20 In past tenses -ted or -ded is always indicated by halving. T/F

SECTION-C

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

- Q.21 Explain large circle with examples
- Q.22 How can you use the omission of consonants?
- Q.23 How 'Figures' are written in shorthand?
- Q.24 Make outlines of five phrases with use of circle S
- Q.25 Write few grammalogues with use of halving principle.
- Q.26 Explain small final hooks with examples.