**1st Year / Office Management & Computer Application**

**Subject : Stenography (English)- I**

Time : 3 Hrs.                                          M.M. : 60

**SECTION-A**

**Note:** Multiple choice questions. All questions are compulsory                    (6x1=6)

Q.1    Chay is always written_____

    a)    Downward              b)    upward

    c)    Both A & B            d)    None of these

Q.2    How many types of diphthongs are in shorthand.

    a)    6                      b)    8

    c)    4                      d)    2

Q.3    Triphone is union of _____ Vowel sound.

    a)    2                      b)    3

    c)    4                      d)    None of these

**SECTION-D**

**Note:** Long answer type questions. Attempt any two questions out of three questions.          (2x8=16)

Q.23    Explain Diphthongs with example and its types? Discuss the places of Diphthongs. How to represents Triphone with examples.

Q.24    Explain Shun hook in shorthand with examples.

Q.25    Write a detailed note on N and F/V hooks to straight and curve strokes with examples.

Q.4   There are _____ strokes are in shorthand.

   a)   30                     b)   35

   c)   26                     d)   25

Q.5   A small loop represents by _____

   a)   ST                     b)   STR

   c)   SS                     d)   SZ

Q.6   H is written downward when followed by

   a)   S & Z                  b)   K & G

   c)   M & R                  d)   T & D

## SECTION-B

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

Q.7   What is shorthand?

Q.8   The consonants should be One fourth of an inch
      long. (T/W)

Q.9   Define Vowels.

Q.10  Name of three qualities of good phraseogram.

Q.11  When STR loop cannot written

Q.12  Shr is alwys written _____

## SECTION-C

**Note:** Short answer type questions. Attempt any eight
      questions out of ten questions.              (8x4=32)

Q.13  Briefly explain pair of Consonants.

Q.14  Explain Importance of Shorthand.

Q.15  What is intervening Vowel state the position of
      outline.

Q.16  Discuss the rule of circle and loop to initial hook.

Q.17  Explain Stroke S and Z.

Q.18  Short note on Phraseography.

Q.19  State the use of ST Loop.

Q.20  Write four points on Upward and Downward H.

Q.21  State the use of large circle SS with examples.

Q.22  Define Double Consonants. Write a note of  initial
      hooks R and L to straight strokes.