

Q.24 Explain the rules of upward and downward 'R' with examples?

Q.25 Write the basic principles of small and large circle?

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Roll No.

2nd Sem / OMCA

Subject : Stenography - I

Time : 3 Hrs.

M.M. : 60

SECTION-A

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

Q.1 Which type of strokes are used to represent consonants in Pitman shorthand?

- a) Straight lines b) Curved lines
- c) A and B both d) Circles

Q.2 Which Pitman shorthand symbol is used to represent in "this"?

- a) ith b) S
- c) F d) thee

Q.3 What is the term for the practice of omitting unnecessary letters in Pitman shorthand to increase writing speed?

- a) Elemination b) Expansion
- c) Emphasis d) Evasion

Q.4 In Pitman shorthand, what does a darkdot on first place should be placed for the vowel?

- a) Paa b) All
- c) That d) Not

Q.5 How many basic strokes are used in Pitman shorthand?

- a) 26 b) 30
- c) 46 d) 50

Q.6 What is the term for the practice of connecting Pitman shorthand outlines together in a continuous flow?

- a) Joining b) Linking
- c) Separating d) Diverging

SECTION-B

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

Q.7 _____ is the result of audible frictions.

Q.8 There are _____ dot vowels and _____ short vowels in shorthand.

Q.9 _____ is the founder of shorthand.

Q.10 Strokes are written in _____ directions.

Q.11 There two _____ loops in shorthand.

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Q.12 _____ is represented for Aspirate.

SECTION-C

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

Q.13 How circle S is represented in phraseography?

Q.14 Write about two forms of “R”

Q.15 What do you mean by consonants how they are formed?

Q.16 What are the rules for indication of Diphones, write with examples?

Q.17 What is the difference between curve and straight strokes?

Q.18 What is the difference between Chay and Ray?

Q.19 How the punctuation marks are written in shorthand.

Q.20 Write few examples of logogram with its definition.

Q.21 Write the outlines of : Park, Fairy, Pillar, Heavy.

Q.22 Write four examples of four phrases.

SECTION-D

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

Q.23 What are the intervening vowels, How they are indicated?

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