

- 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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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.