

SECTION-D

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

Q.23 Write outlines of the following words.

As we have, As we can, this is, Is as, In this city,

As far as, ourselves, themselves.

Q.24 Where circle S can not be used? Explain with examples.

Q.25 Explain the position of outline and value of vowel places.

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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 How many places along side a stroke:

- a) Two b) Three
- c) four d) five

Q.2 In shorthand vowels are shown:

- a) By dots b) By dash
- c) both above d) none

Q.3 In second place horizontal stroke is written:

- a) Above the line b) On the line
- c) through the line d) none of above

Q.4 A large final circle represents:

- a) Ss b) St
- c) Str d) Sw

Q.5 A large initial circle represents

- a) Ss b) Sw
- c) St d) Str

Q.6 In first place vowel, stroke is written _____ the line.

- a) above b) On
- c) through d) none of above

SECTION-B

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

Q.7 In word 'lesson' L will be written

- a) upward b) downward
- c) vertical d) horizontal

Q.8 When there is vowel sounds at the end of the word "L" is written

- a) upward b) downward
- c) vertical d) horizontal

Q.9 Loop STR is not used initially is it

- a) True b) False

Q.10 Write outline of 'As well as'

Q.11 Make outlines : apology, Deny

Q.12 What is the rule of joining.

SECTION-C

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

Q.13 Write phrases based on grammalogue 'YOU'

Q.14 Write the short forms which can be written using the stroke of Kay and Gay

Q.15 What is the difference between st and str?

Q.16 Explain two forms of R with examples.

Q.17 What should be a correct sitting posture during working?

Q.18 What is abbreviated 'W'?

Q.19 What are the intervening sounds?

Q.20 How the word 'I' is used in phrases?

Q.21 How diphthongs are used in shorthand?

Q.22 Define Consonant and write strokes.