

- Q.28 What is the difference between vowels and Diphones?
- Q.29 What is abbreviated W? Write with examples
- Q.30 What should be a correct sitting posture
- Q.31 What are the note taking techniques?
- Q.32 Illustrate few examples of phraseography with it's definition.
- Q.33 How shun hook are used with different strokes.
- Q.34 Write the following outlines in shorthand:  
You may not, this word, has to be there, I know there is, in their
- Q.35 Explain types of strokes on the basis of sounds?

#### SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Explain small initial and final hooks with examples?
- Q.37 How Doubling principle is used in writing shorthand?
- Q.38 Write the following paragraph in shorthand:  
Dear Sir,  
I am certain that you are not fully conversant with the matter or you would not urge those who were present on these occasions to bring the question to the notice of the meeting. On either side, there are those who are always ready to develop the business as fast as they can. I am inclined to think that you will agree with me on this matter and then you will regret.

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### 3rd Sem / 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 pitman shorthand, which direction do you write an up-straight stroke "K" ?  
a) From left to right      b) From right to left  
c) From top to bottom      d) From bottom to top
- Q.2 What is the primary purpose of "initials" in shorthand writing ?  
a) To indicate the starting point of a stroke  
b) To show the author's signature  
c) To add personal touch to the text  
d) To denote acronyms
- Q.3 In shorthand, what is "Phraseography" ?  
a) The study of phrases in different languages  
b) The use of symbols to represent common phrases  
c) A system for transcribing spoken dialogue  
d) A form of calligraphy
- Q.4 In shorthand, what does a small dot placed above a character indicate ?  
a) A letter "A"  
b) A contraction  
c) A missing word  
d) An error in transcription

- Q.5 In shorthand, why is a “contraction” used for ?
- Creating longer phrases
  - Making outlines complex
  - Expanding the alphabet
  - Shortening common words
- Q.6 What does the term “stenographer” refer to ?
- A person who writes shorthand
  - A computer software program
  - A shorthand dictionary
  - A telegraph operator
- Q.7 In shorthand, what is the purpose of “vowels on the line” ?
- To signify proper nouns
  - To add clarity to the text
  - To save space and time
  - To indicate emphasis
- Q.8 What are the main advantages of using shorthand for transcription?
- Improved legibility
  - Increased typing speed
  - Reduced typing errors
  - Enhanced formatting options
- Q.9 Which of the following shorthand systems is phonetic in nature ?
- Pitman shorthand
  - Gregg shorthand
  - Teeline shorthand
  - Sten Ed shorthand
- Q.10 What is the direction of practice for writing shorthand strokes in Pitman’s shorthand ?
- Left to right
  - Right to left
  - Top to bottom
  - Bottom to top

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## SECTION-B

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

- Q.11 The half-length stroke may be written downward or upward after \_\_\_\_\_.
- Q.12 The halving principle can be used in phraseography also. T/F
- Q.13 Medial R is generally written upward in the middle. T/F
- Q.14 Position of double line outline second place is used for third place also. T/F
- Q.15 Write the outline of 'intro'
- Q.16 Write 'computer application' in shorthand.
- Q.17 Logogram means \_\_\_\_\_.
- Q.18 Halving represents the sound of \_\_\_\_\_.
- Q.19 Doubling principle is used for the sound of \_\_\_\_\_.
- Q.20 Phrase defines as \_\_\_\_\_.

## SECTION-C

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

- Q.21 What is Aspirate how it is used?
- Q.22 What are the compound consonants how they are used?
- Q.23 What is phonetic system?
- Q.24 How vowels are indicated?
- Q.25 Explain the rules of up and down L & SH with examples.
- Q.26 What is unequal length of strokes? why it should be considered in halving and doubling?
- Q.27 Where upward R can not be used?

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