

- Q.26 How does English shorthand improve overall writing skills?
- Q.27 How does shorthand facilitate quick note-taking techniques?
- Q.28 What is Aspirate?
- Q.29 What are the limitations of English Shorthand?
- Q.30 How is intersection used to represent the joining of two consonant sounds?
- Q.31 What are the negative words in shorthand?
- Q.32 How is advances Phraseography used to represent frequently occurring words combinations or phrases?
- Q.33 What are the different techniques or strategies used in advanced phraseography?
- Q.34 What are the different symbols used in English shorthand?
- Q.35 Can English shorthand be used in note-taking apps and software?

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 What is the difference between prefixed and suffixes?
- Q.37 How does English shorthand help in transcribing the interviews?
- Q.38 How advanced phraseography used in combination with shorthand principles, explain?

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4th Sem / OMCA
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Time : 3Hrs. M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 What other language was Sir Isaac Pitman's shorthand system adapted to?
 a) French b) German
 c) Spanish d) Japanese
- Q.2 What year did sir Isaac Pitman die?
 a) 1893 b) 1900
 c) 1903 d) 1907
- Q.3 How many editions of Sir Isaac Pitman's shorthand system were published during his lifetime?
 a) 1 b) 2
 c) 3 d) 4
- Q.4 What profession commonly used Sir Isaac Pitman's shorthand system?
 a) Lawyers b) Doctors
 c) Journalists d) Engineers
- Q.5 What type of strokes are used in Sir Isaac Pitman's shorthand system?
 a) Vertical b) Horizontal
 c) Curved d) All of the above

- Q.6 How long did it take Sir Isaac Pitman to develop his shorthand system?
a) 1 Year b) 5 years
c) 10 years d) 20 years
- Q.7 What is the main challenge of using Sir Isaac Pitman's shorthand system in the digital age?
a) Lack of compatible devices
b) Incompatibility with speech recognition technology
c) Difficulty in finding trained shorthand writers.
d) Limited resources for learning the system
- Q.8 What is the key advantage of Sir Isaac Pitman's shorthand system for typist?
a) Improved typing speed
b) Reduced typing errors
c) Increased productivity
d) Enhanced job prospects
- Q.9 What year was the latest edition of Sir Isaac Pitman's shorthand system published?
a) 1900 b) 1922
c) 1968 d) 1999
- Q.10 What is the qualifying writing speed of shorthand in Indian govt. department?
a) 80 words per minute b) 100 words per minute
c) 150 words per minute d) 200 words per minute

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SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 There are _____ straight upstrokes in shorthand.
- Q.12 What is the main reason for the decline in the popularity of Pitman's shorthand system?
a) Lack of support from educational institution
b) Rise of digital technology
c) Difficulty in learning the system
d) Limited career opportunities for shorthand writers.
- Q.13 The term which is used to describe a professional shorthand writer _____
- Q.14 Nos of vowels are _____ in shorthand.
- Q.15 Nos of strokes are _____ in shorthand.
- Q.16 How 1000rs. Will be written in shorthand.
- Q.17 Strokes can be written in _____ impressions.
- Q.18 The base of pitman shorthand is _____
- Q.19 Write outline of political-Party.
- Q.20 Write any two grammalogues.

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 What are contractions in shorthand?
- Q.22 How intersections used to shorten words or phrases?
- Q.23 What is essential vowels in English shorthand?
- Q.24 How does the abbreviated W used in shorthand?
- Q.25 What are the guidelines for using phrases effectively in shorthand?

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