

- Q.27 Write in brief 'note-taking' technique.
- Q.28 Briefly Explain Accent with examples.
- Q.29 Explain Self Con and Self Com Prefixes with examples.
- Q.30 Explain Medial T with examples.
- Q.31 How figures are represented by shorthand outlines
- Q.32 Give five examples of Omission of K before -shun.
- Q.33 Discuss Principles of phrasing in advance Phraseography.
- Q.34 Explain Hooks with examples in advance Phraseography.
- Q.35 Make outline:
- i) Transfer    ii) Accommodation    iii) Tying
  - iv) deeply    v) leadership

#### SECTION-D

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

- Q.36 Explain the various uses of special contractions in shorthand
- Q.37 Define the prefixes. Explain the various uses of negative words in Prefixes.
- Q.38 Explain the omission of consonants in Contractions.

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#### 4th Sem / OMCA

**Subject:- Stenography (English)- III / Stenography (Eng)- IV Steno (Eng) - II**

Time : 3Hrs.

M.M. : 100

#### SECTION-A

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

- Q.1 Position of outline of initial Com or Con is governed by the \_\_\_\_\_ after the prefix.
- a) First Vowel                      b) Second Vowel
  - c) Third Vowel                      d) None of these
- Q.2 Medial Com, Con is indicated by
- a) Joining                              b) Disjoining
  - c) light dot                              d) Circle
- Q.3 Magna is expressed by a \_\_\_\_\_ M
- a) Disjoined                              b) joined
  - c) Omision                              d) none of these
- Q.4 Self Con or com is represented by a disjoined \_\_\_\_\_
- a) Circle S                              b) Large circle
  - c) Light dot                              d) Disjoined
- Q.5 In-before Str, Skr and H is expressed by a
- a) Large circle                              b) Small Circle
  - c) Small Hook                              d) None of these

Q.6 \_\_\_\_\_ joined or disjoined may be used as prefixes or suffixes.

- a) Logogram                      b) Grammalogues
- c) Consonants                      d) Strokes

Q.7 The dot-ing cannot be used medically in

- a) Prefixes                      b) Suffixes
- c) Contractions                      d) None of these

Q.8 In the suffixes ing would be represented by a dot but-ings is represented by.

- a) large hook                      b) Large loop
- c) Small hook                      d) dash

Q.9 Ward, wart are expressed by a \_\_\_\_\_w and y.

- a) Full sized                      b) Half sized
- c) 1/4                      d) None of these

Q.10 Vowel should be inserted in \_\_\_\_\_ outlines where a vowel is not indicated by position.

- a) Double stroke                      b) Single stroke
- c) Grammalogue                      d) None of these

### SECTION-B

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

Q.11 Prefix Self is represented by \_\_\_\_\_

Q.12 Define the term intersection.

Q.13 Omission of consonants.

Q.14 Two examples of Prefix.

Q.15 \_\_\_\_\_ is generally used after contractions.

Q.16 In intersections P is employed to represent \_\_\_\_\_

Q.17 The ST loop is used for \_\_\_\_\_

Q.18 Vowel should be inserted where words of the \_\_\_\_\_ of speech

Q.19 Draw the outline of figures:

- i) 4 hundred                      ii) 3 million

Q.20 Where P is slightly sounded it may be \_\_\_\_\_

### SECTION-C

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

Q.21 How do we use circles & loops in advance phrasography?

Q.22 Give two conditions in which essential vowels should be inserted.

Q.23 Use of initial & medical com with examples.

Q.24 How do we use ing as suffix. Give four examples.

Q.25 Give four example of omission of light sounded consonant p.

Q.26 Draw outlines of the following phrases:

- a) Agree with the                      b) as it were
- c) There must have been
- d) for a time