

## **SECTION-D**

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

- Q.36 What is phrasography ? How do we use circles, loops, hooks, halving doubling and omissions in advanced phraseography ?

Q.37 Define the term suffix. Explain the various uses of suffixes.

Q.38 Explain the various uses of special contractions in shorthand.

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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 Initial Com or Con is expressed by a  
a) Heavy dot      b) hook  
c) Light dot      d) Large Circle

Q.2 Accom is represented by  
a) G      b) K  
c) KG      d) M

Q.3 Magna is expressed by a \_\_\_\_\_ m  
a) disjoined      b) joined  
c) none of these      d) Both (a) & (b)

Q.4 \_\_\_\_\_ is used to represent the suffix 'in'  
a) Heavy dot      b) hook  
c) Light dot      d) circle

Q.5 The dot ing is never used \_\_\_\_\_  
a) Initially      b) Finally  
c) Medially      d) None

Q.6 Accent may be shown by writing a  
a) Small cross      b) big cross  
c) single line      d) curve

Q.7 In the word intro length of N would be  
a) Single      b) double  
c) Half      d) 1/4

Q.8 The \_\_\_\_\_ for in-is never used in negative words,  
that is where in-signifies not.  
a) large hook      b) Large loop  
c) Small hook      d) Small

Q.9 \_\_\_\_\_ Ing generally used after contractions  
a) Dot      b) Dash  
c) Small cross      d) None of these

Q.10 In the contraction the K is also retained in  
a) Present Tense      b) Past Tense  
c) Future Tense      d) None of these

### SECTION-B

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

Q.11 \_\_\_\_\_ is omitted between ng or t when no vowel occurs immediately.

Q.12 The K is also retained in \_\_\_\_\_

Q.13 \_\_\_\_\_ may be contracted by omitting the N.

Q.14 SelfCon is indicated by a disjoined circle S. (T/F)

- Q.15 Two example of Magna.  
Q.16 Dot ing is written generally after a contracted \_\_\_\_\_  
Q.17 Express two example of Suffixes.  
Q.18 In suffixes ship is represented \_\_\_\_\_  
Q.19 Draw outline of two words o "Omission of R."  
Q.20 Draw outline of figures;  
i) 6 Hundred      ii) 4 billion

### SECTION-C

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

- Q.21 Explain the meaning & use of intersection of strokes.  
Q.22 Write in brief 'note-taking' technique.  
Q.23 Differentiate between a 'Prefix' and a 'suffix' with suitable examples.  
Q.24 Use of self and self con as self com with examples.  
Q.25 Use of halving principle in advanced phraseography  
Q.26 Draw the outline of phrases:  
i) We are able to      ii) at the same time  
iii) all circumstances      iv) As we have  
v) It is said

- Q.27 Omission of Consonants.  
Q.28 Define a short note on Figures.  
Q.29 Explain Suffixes "Ment and Ality" with examples.