

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

Q.23 Define Diphones ? Explain the use of diphones with examples?

Q.24 Define Doubling principle ? Explain with examples the use of Doubling in Phareseography and Where doubling principle not employed in shorthand.?

Q.25 Define the prefixes. Explain with detail uses of prefixes in Shorthand.

**4th Sem / Office Management &
Computer Application
Subject : Stenography - III**

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

Q.1 In the word intro length of N would be

- a) Single b) Double
c) Half d) 1/4

Q.2 The stroke M,N,L,R are halved and thickened for the addition of _____.

- a) T only b) T & D
c) D only d) None of these

Q.3 Rt and LT written downward after .

- a) P & B b) N & NG
c) K & G d) T & D

Q.4 Accom is represented by

- a) G b) K
c) KG d) M

Q.5 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.6 Medial com , con is indicated by

- a) Joining b) Disjoining
- c) Light dot d) Circle

SECTION-B

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

Q.7 Self-con is indicated by a disjoined circle S (T/F)

Q.8 Two example of Magna.

Q.9 Dot ing is written generally after a contracted _____.

Q.10 Express two examples of Suffixes

Q.11 Tr,dr or thr is added by doubling the length of preceding stroke. (T/F)

Q.12 A Right semicircle is written in the middle of word waw, wo, woo. (T/F)

SECTION-C

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

Q.13 What do you know about half-length H.

Q.14 Explain the Rule of doubling principle of straight strokes.

Q.15 What is the meaning of Diaphone

Q.16 What do you know about stroke L in doubling principle

Q.17 Write a note on left and right semicircle.

Q.18 Explain the Rule of Halving for T only or for D only

Q.19 Explain Suffixes "Ment and Ality" with examples.

Q.20 Explain medial com in prefixes with examples.

Q.21 What is Suffixes Detail note on fulness and lessness.

Q.22 Briefly Explain Accent with examples.