

SECTION-D

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

- Q.36 Define Phraseography, explain three best qualities of phraseography giving with examples.
- Q.37 Define Diphthongs, How many kinds and places of diphthongs giving with examples.
- Q.38 Define vowels, how many kinds of vowels, sign and places of vowels giving with examples.

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Roll No.

OMCA

Subject:- Stenography (Eng)

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 How many places of Diphthongs. (4,3,2)
- Q.2 Chay is written (down word, up word)
- Q.3 How many kinds of Diphthong. (2,4,6)
- Q.4 Size of consonants (1/6", 1/2", 1/4")
- Q.5 How many places of Diphthongs. (4,3,2)
- Q.6 Vowel places (5,7,3)
- Q.7 Long vowels are represented by (Light dot and light dash, dark dot and dark dash)
- Q.8 How many qualities of phraseography. (6,3,5)
- Q.9 When preceded by a vowel 'R' is written (up word, down word)
- Q.10 'H' is most commonly used. (up word, down word)

SECTION-B

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

- Q.11 In triphone there is combination of _____ Vowel sounds.
- Q.12 Third position means _____
- Q.13 _____ are the result of audible friction.
- Q.14 Chay is written _____ & _____ is written upward at an angle of 30° from horizontal .
- Q.15 Downward 'R' is written before _____
- Q.16 A diphthong is the union of _____ vowel sounds.
- Q.17 There are _____ long _____ short vowels in shorthand.
- Q.18 Mark of full stop is written in shorthand _____
- Q.19 Diphthongs are of _____ places
- Q.20 Exclamation sign is represented _____

SECTION-C

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

- Q.21 Write a short note on joined Diphthongs.
- Q.22 What are compound words?

- Q.23 What do you know about punctuation signs in shorthand?
- Q.24 Write alternate forms of 'R' and 'H'.
- Q.25 Write Phrases : How can they, I see, It was , I am, I have had
- Q.26 Write Gramalogues: Was. Of. Who. To, Them
- Q.27 Define Consonants. Explain various classes of consonants.
- Q.28 Explain intervening vowels and their positions with examples.
- Q.29 Explain gramalogues.
- Q.30 Explain five note taking techniques in shorthand.
- Q.31 Write five importance of shorthand.
- Q.32 Write five points on sitting position while taking dictation.
- Q.33 What is the difference between z and ZH.
- Q.34 Write a short note abbreviated 'W'.
- Q.35 How would you represent long place vowels?