

- 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 advanced 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

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 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

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- 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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