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Roll No.

223022/123013

2nd Semester/ OMCA
Subject : Stenography-I/ Stenography English-I

Time : 3 Hrs.

M.M. : 60

SECTION-A

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

- Q.1 What is the primary emphasis in pitman shorthand?
a) Phonetic system
b) Grammar Rules
c) Vocabulary Building
d) Sentence structure
- Q.2 S & Z are represented in shorthand.
a) Circle b) Stroke
c) Circle & Stroke d) Hook
- Q.3 In second place horizontal stroke is written as
a) Above the line b) One the line
c) Though the line d) None of the above
- Q.4 A large initial circle represents
a) Ss b) Sw
c) St d) Str

- Q.5 Initial R is written _____ when preceded by a vowel sound.
- a) Upward b) Downward
c) Both A & B d) None of these
- Q.6 _____ is union of two vowel signs in one syllable.
- a) Dipthong b) Vowel
c) Triphones d) Consonants

SECTION-B

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

- Q.7 _____ is founder of Shorthand.
- Q.8 There are _____ dot vowels and _____ long vowels in shorthand.
- Q.9 _____ is represented for aspirate.
- Q.10 Stroke are written in _____ directions.
- Q.11 What is the rule of joining.
- Q.12 Chay is always written downward and Ray is written upward. (True/False)

SECTION-C

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

- Q.13 Write two forms of "R" with examples.
- Q.14 What is the difference between ST and STR?

- Q.15 How 'W' will be abbreviated?
- Q.16 How the word 'I' is used in phrases.
- Q.17 How the punctuation marks are written in shorthand.
- Q.18 What is the difference between curve and straight strokes?
- Q.19 Write few examples of logogram.
- Q.20 Write the outlines of diary, heavy, pillar, safes.
- Q.21 Define consonants and write strokes.
- Q.22 How dipthongs are used in short hands.

SECTION-D

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

- Q.23 Explain the position of outline and value of vowel places.
- Q.24 Write the basic principles of large circles SW, SS and SZ with example.
- Q.25 Explain the Importance of Stenography.