

SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

- Q.3 Discuss where the Stroke S and Z are used in shorthand with examples.
- Q.4 Write a detailed note on Note taking techniques.
- Q.5 What do you know about the use of Large Circles in shorthand? Write with examples.
- Q.6 Explain in detail SHUN Hook in shorthand with examples.
- Q.7 What do you know about Alternative Form? Explain.

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Roll No.

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2nd Sem. / OMCA

Subject : Stenography Eng. - II

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1 a) Meaning of Left and Right Motion.
- b) Meaning of outside angles formed by two straight strokes.
- c) SW circle.
- d) Large Circles in Phraseography.
- e) Loop ST.
- f) Meaning of Dipthongs.
- g) Meaning of Double consonants.
- h) R Hook to Curved Strokes.
- i) L Hook to Curved Strokes.
- j) Small Hook to NG.

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- k) Additional Signs for FR and VR.
- l) Use of Right curve for FR, VR and THR.
- m) Intervening Vowels in Hooked form.
- n) S before Straight Strokes Hooked for L.
- o) N Hook with straight strokes.
- p) F or V Hook to straight strokes.
- q) Rules regarding LN and SH N.
- r) Curved strokes followed by NS etc.

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

- Q.2
- i) Write the rules regarding application of small circle.
 - ii) What do you know about SW Circle?
 - iii) Explain the rules regarding use of Large Circles in Phraseography.
 - iv) What do you know about Loop ST? Explain with examples.
 - v) What do you know about Double Consonants in shorthand?

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- vi) What is the use of Alternative Forms in shorthand? Explain their importance.
- vii) What is the necessity to use Intervening Vowels in Hooked forms?
- viii) Write a short note on F/V Hook with suitable examples.
- ix) What do you know about Syllable NER? Explain with suitable examples.
- x) How do you write Straight followed by NS etc? Write examples also.
- xi) Write the application rules of SHUN hook with Straight strokes in shorthand.
- xii) Can you write SHUN hook medially if yes then write at least four examples.
- xiii) Write phrases: I have been, better than, as well as, this is.
- xiv) Write Grammalogues: Subjective, this, information, subject, your, year, thing, been.
- xv) Write the outline: risk, task, space, razor, ask, racy, science, saucer.

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