3rd Sem. / OMCA

Subject : Stenography Eng. - I

Time : 3 Hrs.   M.M. : 100

SECTION-A

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

Q.1 a) Explodent

b) Size of stroke

c) Difference between Chay and Ray

d) Vowel Sign

e) Grammalogues

f) Abbreviated W

g) Tick the

h) Aspirated W

i) Meaning of Left and Right Motion

j) Loop STR

SECTION-C

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

Q.3 What is Shorthand? Write the importance of the shorthand.

Q.4 Explain the straight strokes in shorthand.

Q.5 Explain the Vowel places with suitable examples.

Q.6 Discuss where the circle S and Z are used in shorthand with examples.

Q.7 Explain Large Loop STR in detail with suitable examples.

k) Meaning of Double consonants

i) L Hook to straight strokes

m) Difference between SHR and SHL

n) SS Circle

o) Large Circle in Phraseography

p) Loop ST

q) Nasal

r) Joined Stroke

SECTION-B

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

Q.2 i) Write the definition of consonants?

ii) What do you know about pair of consonants?

iii) What do you know about Vowel-places?

iv) What are intervening vowels?

v) What do you know about Punctuation sign in shorthand? Explain with example.

vi) What do you know about Dipthong? Explain.

vii) Why the Alternative signs for R is used? Explain with examples.

viii) Explain in which circumstances Large Circle is not used?

ix) What do you know about Loop ST? Explain.

x) What is the use of Alternative Forms in shorthand? Explain their importance.

xi) What do you know about SW Circle?

xii) Explain the rules regarding use of Large Circle in Phraseography?

xiii) Write phrases: I think you, I think you should be, I saw the, I see.

xiv) Write Grammalogues: shall, wish, with, when, what, would, how, why.

xv) Write the outline: Tie, Toy, Cow, duty, item, ice, I am, now