

- Q.30 Explain up word and down word SH.
- Q.31 Write five points on up word and down word H.
- Q.32 Explain when halving principal are not used.

SECTION-D

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

- Q.33 Explain halving principle in shorthand, giving with examples.
- Q.34 State the use of up word and down word R giving with examples.
- Q.35 Explain doubling principle in shorthand, under which condition it is not employed.
- Q.36 Write a detailed note on up word and down word R giving with examples.

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3rd Sem. / OMCA

Subject : Stenography (ENG-II)

Time : 3 Hrs.

M.M. : 100

SECTION-A

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

- Q.1 Dot H.
- Q.2 R is generally written
- Q.3 Light strokes are halved for
- Q.4 The consonant R initially written if a vowel precedes.
- Q.5 Halving the stroke indicates the addition of or
- Q.6 The form of H is most commonly written.
- Q.7 L after N and NG is written

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123035

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123035

- Q.8 Make the shorthand outline: while.
- Q.9 Half length H when not joined to another stroke is written
- Q.10 Medial L is generally written

SECTION-B

Note:Very short answer type questions. Attempt any ten questions out of twelve questions. 10x2=20

- Q.11 Write two points on down word H.
- Q.12 Halving principle in phraseography.
- Q.13 Medial semi circle.
- Q.14 What do you mean by half length?
- Q.15 Make the shorthand outline : Idle, Debt.
- Q.16 Past tense in doubling principle.
- Q.17 Define halving principle.
- Q.18 Use of LR and RR signs.
- Q.19 Write two points on middle R.

(2)

123035

- Q.20 The curve m is thickened for the addition of or
- Q.21 Make two shorthand : joyful, occasion.
- Q.22 After the stroke N and NG final L is written

SECTION-C

Note:Short answer type questions. Attempt any eight questions out of ten questions. 8x5=40

- Q.23 Draw the diagram the places of the semi-circle.
- Q.24 Explain when halving principle are not used.
- Q.25 Make Two shorthand : Rainy, Ram, Hung, Lahore, As is, Last Year, Just now, This is.
- Q.26 Write a detailed note in vowel indication.
- Q.27 Explain up word and down word L.
- Q.28 Write a detailed note on diphonic.
- Q.29 Explain compound consonants.

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