

SECTION-C

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

- Q.3 Explain the various forms, places and signs of diphthongs.
- Q.4 "Intervening vowel is used by indicating its position in the outline" Explain.
- Q.5 How the Loop "ST" and "STR" are represented in Shorthand? Explain.
- Q.6 Explain with examples of alternative sign for "R" and "H".
- Q.7 How would you hold pencil and note-book while taking dictation from the superior?

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Roll No.

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3rd Sem. / OMCA

Subject : Stenography English-I

Time : 3 Hrs.

M.M. : 100

SECTION-A

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

- Q.1 a) Intervening Vowels.
- b) Explain stroke "Z".
- c) Name of Long Vowels in Shorthand.
- d) Straight and Curve stroke.
- e) Diphthong.
- f) Explain large circles of "SS" & "SZ".
- g) Uses of small circle "S".
- h) Rules of using "SW".

- i) Joining of Uneven strokes.
- j) What is Phonetic system?
- k) Grammalogues.
- l) What are Straight "Consonants"?
- m) "ST" Loops.
- n) Initial hooks to straight stroke.
- o) Qualities of good Phraseogram.
- p) Triphones.
- q) Alternative sign for "H".
- r) When downward form of "R" is used?

SECTION-B

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

- Q.2
- i) Importance of Shorthand.
 - ii) Define the term expendient.

(2)

33032

- iii) Qualities of Phrasegraphy.
- iv) Uses of large circles in shorthand.
- v) Illustrate the correct sitting position.
- vi) State the use of Stroke "S" and "Z".
- vii) What is doubling Principles? Mention its uses also.
- viii) When upward form of "R" is used.
- ix) Distinguish straight & curve consonants.
- x) Short Note on "SHUN" Hook.
- xi) What is logo grammar.
- xii) Applications of "ST" Loops.
- xiii) Kinds of Diphthong & their uses.
- xiv) Mention the various uses of Punctuation mark.
- xv) Concept of Vowels at First & Second place.

(3)

33032