STENOGRAPHY (English)  
(Theory)

Time allowed : 3 hours ] [ Maximum marks: 30

Instructions:

(i) Answer all questions.
(ii) Answers should be in English only, otherwise the answers will be cancelled.
(iii) Answers should be specific, to the point with examples and shorthand outlines.

Part I

Answer the following questions in not more than 25 words each :

1. Which consonant is added by halving a dark stroke standing alone ? 1
2. How will you represent ‘wh’ sound in L stroke ? 1
3. Write two compound consonants formed by horizontal curved strokes. 1
4. State the rule of representing ‘shun’ sound on a straight stroke ending with a circle. 1
5. Which suffix is represented by a dot after light down strokes ? 1
6. State the rule of joining N hook to straight strokes.  
7. What does a small circle indicate when it is joined inside a large final hook?  
8. What is meant by the formation of a simple contraction?  
9. Which sound is represented by doubling the stroke of MP?  
10. State the rule of joining st or sd loop on straight strokes hooked for N. 

Part II

Answer the following questions in not more than 50 words each:

11. State the rules of joining F hook to straight strokes. Also state in which case the F hook is not used?  
12. Give examples of four simple contractions formed from ‘under’.  
13. Distinguish between the outlines of ‘auditor-daughter’ and mission-emission.  
14. State with examples which down strokes are thickened and halved for the addition of ‘d’?  
15. Which sounds are represented by a large circle initially and finally?  
16. State the purpose of ‘intersection’. How will you represent ‘requirement’ and ‘party’? 

Part III

Answer the following questions in not more than 150 words each:

17. What is a special contraction and how is it formed? How will you represent ‘regular’ and ‘arbitrary’ in shorthand?  

Or

Define a compound consonant and state the formation of compound consonants formed by horizontal strokes.

18. What sounds are represented by a large final hook? State the rules of using it with straight and curved strokes.  

Or

Define a suffix. State three rules of representing dot suffix in shorthand giving suitable examples.