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. How will you join a circle with ‘r’ hooked straight strokes ? 1
2. In which circumstances is the stroke of L doubled for the addition of ‘dr’ ? 1
3. Which suffix is represented by half Y stroke ? 1
4. Which prefix is represented by a dot in the beginning of a word ? 1
5. Give two grammalogues formed by thickened and halved stroke of N. 1
6. Which sound is added by halving a light stroke standing alone ? 1
7. How will you represent suffix ‘ing’ and its plural form after light down strokes ? 1
8. How are figures represented in shorthand ? 1
9. Differentiate between a logogram and a special contraction. 1
10. What does a small loop represent finally ? 1
PART II

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

11. Explain the difference between L and R hooks in straight strokes. 2

12. Explain two conditions in which F stroke is used in place of the F hook. 2

13. Explain the rules of using large circle initially and finally. 2

14. Which essential vowels should be used in ‘far’ and ‘motion’ to distinguish them from ‘afar’ and ‘emotion’? 2

15. State two conditions when a light stroke can be halved for ‘d’. 2

16. What is meant by Intersection of Strokes? How will you represent ‘party’ and ‘society’ in phrases? 2

PART III

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

17. What are alternative forms of hooked strokes and why are they used? 4

OR

What are initial large hooks? State their uses in Shorthand.

18. Differentiate between double consonants and doubling of consonants. State two conditions in which a light stroke can be doubled for the addition of ‘tr’ and ‘dr’. 4

OR

Define a suffix. How will you represent ‘mental’, ‘ward’, and ‘hood’ in Shorthand?