

BA LLB
FOURTH SEMESTER
FUNDAMENTALS OF STENOGRAPHY
BLB – 404A

(USE OMR SHEET FOR OBJECTIVE PART)

**SET
A**

Duration: 1.30 hrs.

Full Marks: 35

[Objective]

Time: 15 min.

Marks: 10

Choose the correct answer from the following:

1 × 10 = 10

- Who invented the Pitman Shorthand Writing?
 - Sir Isaac Pitman
 - Sir Isaac Newton
 - John Robert Gregg
 - None of the above
- How is the hook *-shun* written to curve strokes?
 - Inside the curve
 - Outside the curve
 - Both inside and outside the curve
 - Neither outside nor inside the curve
- How are initial prefixes *-con, -com* represented?
 - By a heavy dot
 - By a dash
 - By a light dot
 - None of the above
- How is the suffix *-logical-ly* represented?
 - By writing full outline
 - By disjoining the stroke *j*
 - By disjoining the stroke *l*
 - None of the above
- How many consonants are there in Pitman Shorthand Writing?
 - 24
 - 25
 - 26
 - 30
- How is the hook *r* added to straight strokes?
 - A small initial hook written with the Right motion
 - A small initial hook written with the Left motion
 - A large initial hook written with the Right motion
 - A large initial hook written with the Left motion
- Shl* is always written
 - Upward
 - Downward
 - Both upward and downward
 - Neither upward nor downward
- The circle *z* is used
 - Initially only
 - Medially only
 - Both initially and medially
 - Medially and finally

9. How is the double consonant *sw* represented?
- a. A small initial circle written with the same motion as the circle *s*
 - b. A large initial circle written with the same motion as the circle *s*
 - c. Full strokes are written
 - d. None of the above
10. Which four strokes are halved and thickened for the addition of *d*?
- a. *p, t, l, v*
 - b. *m, n, l, downward r*
 - c. *k, g, sh, zh*
 - d. *s, z, f, ng*

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(Descriptive)

Time : 1 hrs. 15 min.

Marks : 25

[Answer the following question]

1. Write the following words/phrases in Shorthand: (Use pencil) 1×10=10
(Note: Write the outlines by drawing a line to show their places)
- a. Money
 - b. It
 - c. Lesson
 - d. As well as
 - e. Because
 - f. I have had
 - g. Sweet
 - h. Be
 - i. Made
 - j. Letters

2. Write the following paragraph in Shorthand: (Use pencil) 5
(Note: Write the outlines by drawing a line to show their places)
- If you can put me up for a week in August, I shall be ready to go and stay with you. You can have as much walking as you like. I shall be at your disposal at almost any hour, and as I am a rare walker myself, I think I can say you will have all the exercise you wish.
- You ought to be a different fellow when I leave, if you will be influenced by me. I think I can give you a mile in six and beat you. I have had a talk with young Lord Robson several times in the past week, and he says you can do five miles an hour.

3. Answer the following questions:
(Attempt any five questions)

2×5=10

- a. How is the *st* and *str* loop represented in Pitman Shorthand Writing? Give examples.
- b. How are *n* and *f* hooks added to strokes in Pitman Shorthand Writing? Give examples.
- c. When is the consonant *h* written downward in Pitman Shorthand Writing? Give examples.
- d. What is a diphthong? What are the different types of diphthongs? Give examples.
- e. How is *l* hook employed to curve strokes? Give examples.
- f. What are diphones? Give examples.
- g. When are the alternative forms of *fr*, *vr*, etc. used in Pitman Shorthand Writing? Give examples.
- h. When is *str* loop not employed? Give examples.
- i. How many vowel places are there in Pitman Shorthand Writing?
- j. When is downward form of *r* employed in Pitman Shorthand Writing? Give examples.

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