

7. Write the following passage in Shorthand:

The invoices and bills of lading for the valances and laces are ready for dispatch, and the cases themselves are to leave by Swiss Valley, sailing on Wednesday. The advices should be with our customers by the tenth of March, and they will do all they can to make a success of the deal. It is scarcely necessary to emphasize what they themselves know already. They know the business thoroughly and you may safely leave it to them.

[This question paper contains 8 printed pages.]

Your Roll No.....

Sr. No. of Question Paper : 3619

H

Unique Paper Code : 6132381201

Name of the Paper : Basic Phonography – I

Name of the Course : **B.A. (V.S.) Modern Office
Management – DSC Core
Discipline - 2.1**

Semester : II

Duration : 3 Hours

Maximum Marks : 90

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. **First** question is compulsory and attempt any other **five** questions from the remaining.
3. Parts of the questions to be attempted together.
4. **All** questions carry equal marks.
5. Use of Calculator: Not applicable.

1. Attempt any **three** out of the following by giving suitable examples :

- (a) Types of Strokes
- (b) Long and Short Vowels
- (c) Use of 'Shun Hook' after 'S' and 'NS' circles
- (d) Use of 'N', 'F/V?' hooks in Phraseography
- (e) Rules for attaching circles and loops to initial hooks

2. Fill in the blanks with suitable words in the following rules of Phonography :

- (a) Consonant 'P' is written at an angle of _____ degree.
- (b) The vowels (dots and dashes) are written at _____ places of a consonant.
- (c) If 'R' is the first sounded consonant in a word and is preceded by a vowel, it will be written in _____ direction.

Dark

Sensation

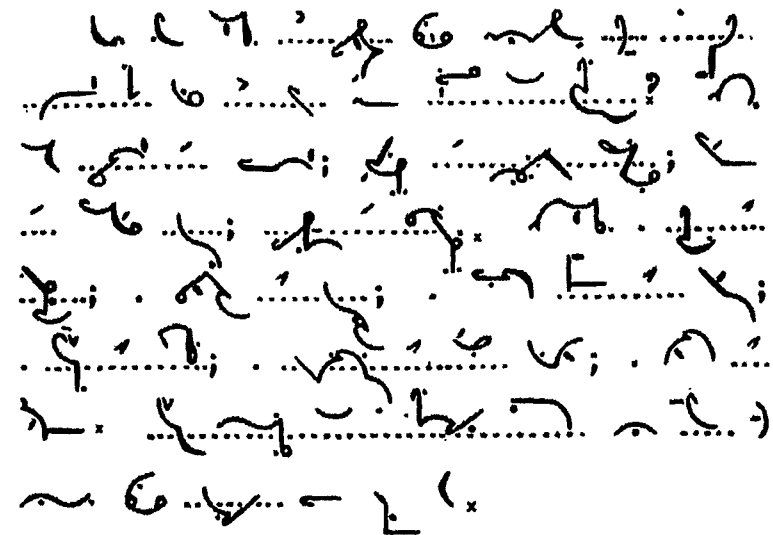
Dictation

Shines

Driving

Supreme

6. Transcribe the following passage from Shorthand to English :



You may be
 You should be
 I have the
 If he were
 I think it is
 To call upon
 Out of

5. Write the following words in Shorthand :

Guilty
 Robbery
 Denial
 Nelson
 Pious
 Necessary
 Style
 Brighter
 Purchase

- (d) Diphthong 'U' is a third place Diphthong and is represented by a _____ .
- (e) After the forms 'FK', 'FG', 'VK', 'VG', Shun Hook is written with _____ motion.
- (f) A small final hook attached to any straight stroke in the _____ motion adds either 'F' or 'V' to that stroke.
- (g) When 'Skr.' follows consonants 'P' or 'B', then _____ may be omitted.
- (h) Dot vowel between the initial 'R' and 'L' hooks and the consonants to which these are attached, should be indicated by a _____ .
- (i) If a small initial hook is attached to any straight stroke in the _____ motion, it will represent the sound or 'R'.
- (j) The double consonant 'Shr.' is always written in _____ direction.
- (k) 'STR' loop is never written _____ .

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(l) The loops when attached to curved strokes should always be written _____ the curved strokes.

(m) A large initial circle represents the sound of _____ only.

(n) A small circle when attached to any curved stroke should always be written _____ the curved strokes.

(o) The tick for 'The' should never be used _____ .

3. Write the following Grammalogues in Shorthand :

Subjection

Circumstance

Southern

Surprise

Over

Liberty

Young

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Speak

Because

With

Give

Themselves

Should

Behalf

Put

4. Write the following Phrases in Shorthand:

Carried on

I had been

They were

It would be

As we have

This is

With much

Because it is