

[This question paper contains 4 printed pages.]

**Your Roll No.....**

**Sr. No. of Question Paper : 605**

**I**

Unique Paper Code : 6132382301

Name of the Paper : Basic Phonography-II

Name of the Course : **B.A. (V.S.) - Modern Office Management**

Semester : III (NEP)

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:

- i) What are the exceptions to the use of Halving Principle?
- ii) What are the rules of writing consonant 'L' in different directions?
- iii) Explain the use of 'ING', 'INGS' & 'INGLY' in Suffixes.
- iv) Use of Doubling Principle in Phraseography.
- v) Explain the following Prefixes by giving suitable examples:
  - a) 'Magna'/'Magni'/'Magne'
  - b) 'Intro'
  - c) Initial 'Com' or 'Con'
  - d) 'Accom' or 'Accommo'
  - e) 'Self-con' or 'self-com'

*P.T.O.*

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

- a) Whenever Consonant \_\_\_\_\_ is thickened, the new consonant is called 'MP or MB'.
- b) Consonant 'H' standing alone is always written in \_\_\_\_\_ direction.
- c) Medial 'R' is generally written in \_\_\_\_\_ direction.
- d) After a \_\_\_\_\_ stroke, consonant 'SH' is written according to its motion.
- e) A small initial hook attached to a straight stroke written in \_\_\_\_\_ motion represents the sound of 'L'.
- f) Half-length forms are written \_\_\_\_\_ the line if the first sounded vowel in a word is of either second or of third place.
- g) The four consonants i.e. M, N, L & R (downward) which are halved to express the addition of 'T' are also \_\_\_\_\_ to indicate the addition of 'D'.
- h) Doubling Principle is not employed when a \_\_\_\_\_ follows final "TR or DR".
- i) The character MP/MB, when \_\_\_\_\_ hooked, is doubled for the addition of 'ER'.
- j) A Diphone is a union of \_\_\_\_\_ occurring consecutively but pronounced separately.
- k) If 'W' comes in the middle of a word and a dash vowel comes after it, the combination of 'W' + Dash Vowel will be represented by a \_\_\_\_\_ semi-circle.
- l) Initial 'Trans' is represented by writing \_\_\_\_\_ (omission of 'N').
- m) The word 'Yard' in Suffixes is represented by \_\_\_\_\_ consonant 'Y'.
- n) An outline not having all its consonants/syllables is called a contracted outline or in general a \_\_\_\_\_.
- o) Consonants \_\_\_\_\_ and \_\_\_\_\_ are used to represent 'Hundred Thousand' in writing figures in Shorthand.

## 3. Write the following Grammalogues in Shorthand:

According

Building

Child

Guard

However

Improvement

Liberty

Mere

Nor

Particular

Southern

Thyself

Till

Whose

Writer

## 4. Write the following Phrases in Shorthand:

You will be able to

Has to be there

I can be there

And we shall have

My dear father

We would be

I may not

Every circumstance

Would not be

We have had

If it is

At all costs

At the same time

I will tell you

Able to make

## 5. Write the following words in Shorthand:

Uphill

Brighter

Wrongly

Allocation

Restorer

Argument

Claimed

Inventor

Geography

Pardon

Self-confident

Feasibility

Regarding

Sanction

Emergency

6. Write the following passage in Shorthand by using all essential vowels:

The food eaten by man bears something like the same relation to his power of working as the coal thrown into the furnace bears to the engine of the train. The power in our arms or in our brains is rightly said to be produced in our stomach, and it is from the same organ we derive the force necessary to rouse us to severe exertion in the earning of the wage or salary we receive for our services. Something of the value of our work rests upon the strength producing value of our food. At all costs, and by all means, we should take measures to ensure the food value of everything we eat. I shall be sorry to receive a refusal as the business is scarcely worth the worry and risk unless we secure a fair rate.

7. Transcribe the following passage from Shorthand to English:

The food eaten by man bears something like the same relation to his power of working as the coal thrown into the furnace bears to the engine of the train. The power in our arms or in our brains is rightly said to be produced in our stomach, and it is from the same organ we derive the force necessary to rouse us to severe exertion in the earning of the wage or salary we receive for our services. Something of the value of our work rests upon the strength producing value of our food. At all costs, and by all means, we should take measures to ensure the food value of everything we eat. I shall be sorry to receive a refusal as the business is scarcely worth the worry and risk unless we secure a fair rate.