

This question paper contains 4 printed pages]

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S. No. of Question Paper : **3433**

Unique Paper Code : **6132381201**

Name of the Paper : **Basic Phonography-I**

Type of the Paper : **DSC Core Discipline-2.1**

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

Semester : **II (NEP)**

Duration : **3 Hours**

Maximum Marks : **90**

(Write your Roll No. on the top immediately on receipt of this question paper.)

*First question is compulsory and attempt any other
five questions from the remaining.*

Parts of the questions to be attempted together.

All questions carry equal marks.

Use of Calculator : Not applicable.

1. Attempt any *three* out of the following by giving suitable examples :
 - (i) Prepare a chart explaining all vowels in Shorthand with examples.
 - (ii) Explain the difference between the vowel and diphthong.
 - (iii) Write down the difference and similarities between circle 's' and loop 'st'.
 - (iv) Explain the rules of large circles in making the phrases with examples.
 - (v) Define the 'n' and 'f/v' hooks in phraseography.

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

- (i) In shorthand Full stop is represented by
- (ii) There are consonants which are represented as 'liquids'.
- (iii) Complete the sentence : "That pen is much good".
- (iv) Consonant is written downward before 'm'.
- (v) The bigger circle of is used to represent the sound of 'as we'.
- (vi) The small loop used at the end gives the sound of
- (vii) A small initial hook written inside the curve stroke, adds sound.
- (viii) In writing the word 'refer', hook is being used in the middle.
- (ix) Diphthong signs are represented at places of a consonant.
- (x) When two words or more than two words joined each other without lifting the pen or pencil is called
- (xi) Circle 's' is written the angle.
- (xii) The final syllable '-ner' is represented by when followed by downward strokes.
- (xiii) 'ST' loop is written $\frac{1}{2}$ length of the stroke whereas 'STR' loop is written length of the stroke.
- (xiv) A large final hook inside the curved stroke represents the sound of
- (xv) The tick 'the' is used initially.

3. Write the following Grammalogues in Shorthand :

Should	For	Remark	Subject	Hour
Which	Though	Northern	Thyself	Language
Given	Thus	Information	Opinion	Lord

4. Write the following Phrases in Shorthand :

I thank you	What was	With each	It should be	With you
He should be	I will be	As is	In this city	I have been
Carried on	Too much	You were	If he	When they

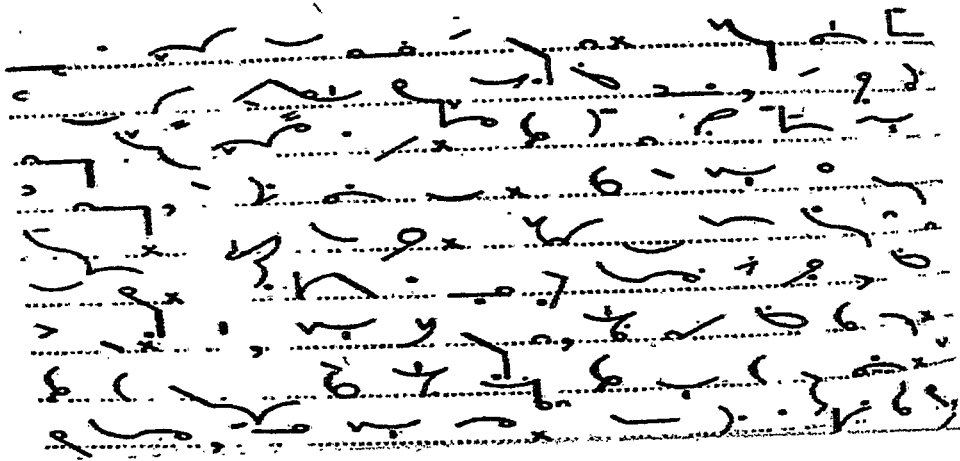
5. Write the following words in Shorthand :

Share	Agony	Mocking	Monday	Diary
Argue	Wiser	Cancel	Disease	Receipt
Exercised	Deeply	Lover	Tacker	Graphic

6. Write the following shorthand outlines in English :

a)		i)	
b)		j)	
c)		k)	
d)		l)	
e)		m)	
f)		n)	
g)		o)	
h)			

7. Transcribe the following passage from Shorthand to English :



8. Write the following passage in Shorthand :

It may be difficult for you to follow the general principles upon which foreign business is carried on, but if you are to win your way in a firm which does business with the Northern and Southern States of America, you will have to try. No businessman whose principal business is with foreigners, can possibly leave this branch of economics from his training. If he should refrain because of a general dislike of the science, he will surely suffer in the long run. The truth of this has been shown over and over again within my own circle, and I speak for your advantage. The principles may appear difficult to follow and if you imagine the task beyond you, it will prove so.