



বিদ্যাসাগর বিশ্ববিদ্যালয়
VIDYASAGAR UNIVERSITY
Question Paper

B.A. Major Examinations 2022

(Under CBCS Pattern)

Semester - IV

Subject : OMSP

Paper : C 8-T

Stenography

Full Marks : 60

Time : 3 Hours

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Q. No.1 is compulsory and answer any five from the rest.

1. Answer any *ten* of the following questions : 1×10=10
- Write the outlines 'Birth' and 'Bury'.
 - Write the grammalogues 'all'.
 - Give the outlines of 'Pity' and 'Pitiless'.
 - Give the outline of using 'SHUN' Hook.
 - Write the outline using 'Halving Principle'.
 - Double-Length downstrokes are written
 - Write the outline 'Refer'.

- (h) Upward 'r' is always written before
- (i) A small final Loop, written the curve.
- (j) Write the 'Intersections' of 'Birthday party'.
- (k) Write one outline using circle 'NS'.
- (l) There is no 'f' or 'v' hook to stroke.
- (m) Write the outline of 'At the same time'.
- (n) The 'Str' loop may be used or
- (o) Write the outline of 'Civil'.

2. Write the grammalogues in their proper places (*any ten*) : 1×10=10

- | | |
|----------------|----------------|
| (a) According. | (i) language |
| (b) Hour | (j) First |
| (c) Because | (k) Have |
| (d) Much | (l) Influenced |
| (e) Large | (m) Been |
| (f) is | (n) Me |
| (g) How | (o) That |
| (h) During | |

3. Write the outlines of the following words using 'F' hook (*any ten*) : 1×10=10

- | | |
|-----------|--------------|
| (a) buff | (g) roof |
| (b) chafe | (h) traffic |
| (c) cliff | (i) wife |
| (d) deaf | (j) sheriffs |
| (e) proof | (k) chief |
| (f) tough | (l) stiff |

4. Write the outlines of the following words placing the essential vowels properly (*any five*) : 2×5=10

- | | | | | | |
|--------------|---|----------|------------|---|--------|
| (a) Absolute | - | Obsolete | (e) manly | - | manual |
| (b) Accept | - | Except | (f) enemy | - | name |
| (c) Afar | - | Far | (g) monkey | - | Monk |
| (d) Snow | - | Sun | | | |

5. Write the outlines of the following words using 'Shun' hook (*any ten*) : 1×10=10

- (a) notion; (b) caution; (c) fashion; (d) passion;
(e) occasion; (f) rotation; (g) mansion; (h) solution;
(i) education; (j) relation; (k) discussion; (l) dictation;
(m) ration; (n) vision.

6. Answer *any five* questions from the following : 2×5=10

- (a) Give the outline using 'n' hook.
(b) Give the outlines of 'Sun' and 'Shun'.
(c) Give the outlines of 'line' and 'live'.
(d) Give two outlines using 'Str' hook.
(e) Give outlines of 'legal' and 'illegal'.
(f) Give two outlines using 'halving' principle.
(g) Give two outlines using 'upward' and downward 'R'.

7. Give the outline of the following 'Advanced Phraseography' (*any five*) : 2×5=10

- (a) You will not;
(b) Some time ago;
(c) We would;
(d) They would be;
(e) again and again;
(f) in this city;
(g) rate of interest.

8. Give the outline of the following 'Railway Phrases' (*any ten*) : 1×10=10

- | | |
|------------------------------|--------------------------------|
| (a) dining car; | (b) Locomotive superintendent; |
| (c) Chairing cross station; | (d) Telegraph Superintendent; |
| (e) Third class compartment; | (f) Chief Mechanical Engineer; |
| (g) Defective Signal; | (h) Driver's report; |
| (i) Traffic Manager | (j) Main Line |
| (k) Loss in transit | (l) Railway Executive |
| (m) Passenger's Luggage | |

9. Give the outline of the following 'Banking and Stocking Phrases' (*any ten*) : 1×10=10

- | | |
|-------------------------------|----------------------|
| (a) Sinking fund; | (b) Yield Percent; |
| (c) Without recourse; | (d) refer to drawer; |
| (e) metropolitan cheque; | (f) paying-in-slip; |
| (g) cable remittance; | (h) clearing house; |
| (i) capital liabilities; | (j) cum dividend; |
| (k) director's qualification; | (l) bank post bill; |
| (m) circular note; | (n) long exchange; |
| (o) date of maturity ; | |

10. Give the outlines of the following 'Insurance and Shipping Phrases' (*any ten*) : 1×10=10

- | | |
|----------------------------|------------------------------|
| (a) Merchant Shipping Act; | (b) document of title; |
| (c) telegraphic codes; | (d) marine insurance policy; |
| (e) Chamber of Commerce; | (f) free on rail; |
| (g) Voyage Policy; | (h) free on board; |
| (i) Charter Party; | (j) renewal of the policy; |
| (k) Personal injury; | (l) medical examination; |
| (m) Insurance Company; | (n) fire insurance; |