

**DIPLOMA IN MODERN OFFICE
PRACTICE (DMOP)**

Term-End Examination

December, 2024

BSSI-014 : STENOGRAPHIC SKILLS

Time : 2 Hours

Maximum Marks : 50

Note : (i) **Part-A** : All questions are compulsory.

(ii) **Part-B** : Attempt any **six** questions out of total eight questions.

(iii) **Part-C** : Attempt any **two** questions out of total four questions.

(iv) Marks are indicated on the right side.

Part—A

1. Fill in the blanks : 10×1=10

- (a) PB/TD/ChJ/KG are consonant.
- (b) Strokes have vowel places.
- (c) After 'D', 'SH' is always written

- (d) At the end, 'R' followed by a vowel, is written
 - (e) In many words two vowels occur consecutively each being separately pronounced. To represent these special signs have been given in shorthand principles. These are called
 - (f) Joining two or more words without lifting the pen is called
 - (g) Circle cannot be used when a vowel precedes sounds.
 - (h) The strokes of MP/MB are called strokes.
 - (i) F/V hook can not be applied to strokes.
 - (j) A light strokes can be for the addition of tr/dr/thr.
2. Write the following short forms/phrases in shorthand : 10×1=10
- (a) As we can
 - (b) Out of
 - (c) Instruction
 - (d) English

- (e) I hope you will
- (f) Under
- (g) I think you should be
- (h) Wished
- (i) Wonderful
- (j) Passenger

Part—B

Note : Attempt any **six** questions out of total eight.

6×3=18

3. When is stroke 'S' or 'Z' written ? Give example.
4. Explain with examples of the use of the small hook representing 'N' and 'F/V'.
5. How are the compound consonant QW, GW, MP, MP, WH and 'WL' written ? Give suitable example.
6. What are the principles governing the use of upward and downward 'R' ? Give example.
7. Define 'Phraseography' and 'Phraseogram'. Give a few examples.
8. How is the circle 'S' added to straight strokes ?

9. How will you differentiate a small loop with a large loop ? Give *two* examples of each with rules.
10. Define Prefix. How is different from a Suffix ? How will you represent a dot prefix and a dot suffix ? Give example of each.

Part—C

Note : Attempt any *two* questions out of total four.

2×6=12

11. How many vowels are there in English shorthand and how are they represented at different places ? Explain with example.
12. What are the Diphthongs ? How many Diphthongs are there in Pitman shorthand ? Explain with suitable examples.
13. What is the use of halving principle in shorthand ? State the rule of halving of straight strokes with *two* examples of each.
14. What is a Left and Right Motion ? State the rules of joining of 'S' circle to straight and curved strokes, initially, medially and finally with *two* examples of each.

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