

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

**Term-End Examination
December, 2025**

BSSI-014 : STENOGRAPHIC SKILLS

Time : 2 Hours

Maximum Marks : 50

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- Note :** (i) **Part A :** All questions are compulsory.
(ii) **Part B :** Attempt any **six** questions out of eight.
(iii) **Part C :** Attempt any **two** questions out of four.
(iv) Marks are indicated on the right-hand side.
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Part—A

(Compulsory)

1. Fill in the blanks : 10×1=10
(a) is the right instrument for writing shorthand.

- (b) There are diphthongs in Pitman shorthand.
- (c) When 'R' is followed by a vowel it is written
- (d) Final 'ow' diphthong is used in word like
- (e) loop would be finally used to write words like post, paste, most, cost etc.
- (f) The circle 'S' is added to F/V hook by writing the circle the hook.
- (g) 'Lessness' is expressed by a disjoined as in word 'carelessness'.
- (h) a compound consonant is represented by a large initial hook attached to 'kay' stroke.
- (i) A small hook joined in the beginning of a straight stroke with the right motion indicates the sound of
- (j) There is no hook to curved strokes.

2. Write the following short forms/phrases in shorthand : 10×1=10
- (a) Surprise
 - (b) Dear
 - (c) Himself
 - (d) Opinion
 - (e) Think
 - (f) There
 - (g) You will be
 - (h) We shall be
 - (i) I think there is
 - (j) Last year

Part—B

*Note : Attempt any **six** questions out of the eight.* 6×3=18

- 3. Describe the rules governing use of downward 'R' with examples.
- 4. Explain the rules governing writing of 'Pr' and 'Pl' with suitable examples.
- 5. How many vowels are there in Pitman shorthand ? Write the famous sentence from Pitman shorthand instructor indicating all the vowel sounds.

6. Describe the triphones used in Pitman shorthand. Give at least *two* examples of each triphone.
7. How do we use 'N' hook finally to straight strokes and curve strokes ? When do we not use 'F/V' hook or 'N' hook finally ? Give examples.
8. Describe the doubling principle for curved strokes with examples.
9. When do we not use halving principle in Pitman shorthand ? Give examples in each case.
10. Mention the use of 'shun' hook with straight strokes. Give examples.

Part—C

*Note : Attempt any **two** questions out of the four.* 6×2=12

11. Explain the rules governing use of FR, VR, ITH-R and THEE-R with suitable examples.
12. How is the small circle (S circle) and SW/SWAY (large circle) and SES (large 'S' circle) used in phraseography ? Explain with suitable examples.

13. Write the use of upward 'L' and downward 'L' giving at least *three* examples in each case. Write at least *two* cases each where upward 'L' and downward 'L' is used.

14. Write the following advance phrases in Pitman shorthand : $12 \times \frac{1}{2} = 6$

- (a) As soon as
- (b) My dear sir
- (c) for a time
- (d) More or less
- (e) Discuss the matter
- (f) Those were
- (g) They would be
- (h) has been there
- (i) As much as possible
- (j) What is the matter
- (k) Less and less
- (l) Education bill
- (m) On this matter
- (n) Agree with the

x x x x x