

**DIPLOMA IN MODERN OFFICE
PRACTICE (DMOP)
Term-End Examination
June, 2026**

BSSI-014 : STENOGRAPHIC SKILLS

Time : 2 Hours

Maximum Marks : 50

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

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

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

(iv) Marks are indicated on the right-hand side.

Part—A

(Compulsory)

1. Fill in the blanks : 10×1=10
- (a) There are vowels in Pitman Shorthand.

- (b) It is not only important to write the shorthand accurately but also to it correctly.
- (c) When circle 'S' comes at the end of a word it is always read
- (d) While joining, the size of each stroke should be
- (e) There are straight upstrokes in Pitman shorthand.
- (f) The first place vowel is written at the of a stroke.
- (g) A sign written on the line indicates full stop.
- (h) Vowels are always written separately but diphthong can be to some strokes.
- (i) form of R is used in the word authority.

- (j) Generally the bigger circle written in the beginning represents in phraseography.
2. Make the following short forms/phrases in shorthand : 10×1=10
- (a) However
 - (b) Doctor
 - (c) First
 - (d) Influence
 - (e) Gentleman
 - (f) Equal
 - (g) Agree with the
 - (h) As we can
 - (i) From there
 - (j) It is said

Part—B

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

3. Which are the four second place vowels ?
Give *two* examples in each case.

4. Describe the use of circle 'S' with straight strokes giving at least *three* examples.
5. What are the exceptions of using Halving Principle ? Give *three* examples.
6. What is the phraseographical use of 'N' hook in Pitman shorthand ? Give *two* examples of each case.
7. Which form of 'R' and 'L' is thickened and when ? Give at least *three* examples.
8. Describe the use of consonant 'P' intersection in Pitman shorthand. Write correct outlines.
9. Describe how final sounds of Ward, Wart, Yard and Ly are represented in Pitman shorthand ? Give at least *two* examples in each case.
10. Narrate the attachment of 'S' circle with curve strokes. Give at least *three* examples. Also show how circle 'S' would be represented in phraseography.

Part—C

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

11. What are the rules governing use of 'Shun' hook with straight strokes finally and medially. Give examples.
12. What are the ways in which 'Fulness' and 'Lessness' are written in Pitman shorthand ? Give at least *three* examples each of 'Fulness' and 'Lessness'. Also mention how 'Ship' is written as a suffix in Pitman shorthand. Give *three* examples.
13. Briefly write the rule governing the halving of M, N, L, R. Illustrate your answer with *two* examples in each case.
14. Write the following advanced phrases in Pitman shorthand :

(a) All circumstances

(b) In this country

(c) From us

(d) This has been

(e) I was not

(f) They would

x x x x x