

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

Term-End Examination

December, 2020

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 the total eight from **Part B.***

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

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

Part—A (Compulsory)

1. Fill in the blanks : 1 each
- (a) There are vowels in shorthand.
 - (b) Shorthand was invented by
 - (c) There are no place Diphthongs.

- (d) Circle 'S' in between two straight strokes which form an angle is written the angle.
 - (e) In forming phrases 'Sway Circle' is used to represent the words
 - (f) The 'Shl' sound in a word is always written in direction.
 - (g) After the combinations 'FK/FG' and 'VK/VG', Shun Hook is written in direction.
 - (h) if a Triphone comes before 'T' or 'D', principle is not used.
 - (i) Stroke 'L' standing alone in a word is doubled in length to represent the sound of only.
 - (j) Stroke 'P' is used to represent the word in intersections.
2. Write the following short forms/phrases in shorthand : 1 each
- (a) Advantage
 - (b) Circumstance
 - (c) Himself
 - (d) Opportunity
 - (e) Significance
 - (f) It will be

- (g) If he were
- (h) As well as
- (i) I know there is
- (j) We would be

Part—B

3. Define shorthand. In which year Pitman shorthand was introduced ? 3
4. Which are the four third place vowels in shorthand ? Explain by giving *two* examples in each case. 3
5. Write the rules of Diphthong 'U' by giving examples. 3
6. What is the use of 'Large Circles' in making phrases ? Give examples. 3
7. Write the use of Final Hooks 'N' and 'F/V' with straight strokes. 3
8. Define Diphones. Write the rules of Tick 'H' and Dot 'H'. 3
9. What are the exceptions to the use of Halving Principle ? 3
10. How are the prefixes 'Accom', 'Accommo' and 'Intro' represented in shorthand ? 3

Part—C

11. How are the punctuation signs represented in shorthand ? Explain the use of abbreviated 'W' with suitable examples. 6
12. Write the rules for representing initial Hooks with straight and curved strokes. 6
13. How many Diphthongs are there in Pitman shorthand ? Explain, how they are represented. 6
14. Write the following advanced phrases in shorthand : $\frac{1}{2}$ each
 - (a) As fast as
 - (b) In this matter
 - (c) As we can
 - (d) Rate of interest
 - (e) It appears that
 - (f) State of affairs
 - (g) You may not
 - (h) They would be
 - (i) Above their
 - (j) In fact
 - (k) As far as possible
 - (l) Some consideration