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BSSI-014

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

Term-End Examination

December, 2023

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 righthand side.

Part—A (Compulsory)

1. Fill in the blanks : 1 each
- (a) Shorthand is an art of representing spoken sounds through

P. T. O.

- (b) There are second place vowels.
- (c) A Diphthong sound immediately followed by any other vowel sound is known as
- (d) The small hook joined in the beginning with the left motion indicates the sound of
- (e) 'SHL' sound in a word is always written in direction.
- (f) When a vowel comes after R, R is written
- (g) Prefix 'Intro' is represented by consonant 'N'.
- (h) Suffix 'Fulness' is represented by disjoined.
- (i) In intersections, consonant 'G' is used for the word
- (j) In figures, 'Hundred' is represented by consonant
2. Write the following short forms/phrases in shorthand : 10×1=10
- (a) Anything

- (b) Belief
- (c) Insurance
- (d) Particular
- (e) Representative
- (f) I can have
- (g) We hope
- (h) It would not be
- (i) Better than
- (j) Making their way

Part—B

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

3. Enlist the main features of consonants/strokes.
4. Which are the four third place vowels ? Explain by giving suitable examples.
5. What is the phraseographical use of the words 'were' and 'would' in shorthand ? Explain with examples.
6. How circle 's' is attached with straight strokes initially, medially and finally ? Give at least *two* examples in each case.

7. Give example for the use of 'N' and 'F/V' Hooks.
Give *three* examples of each case.
8. Explain the use of 'Shun Hook' after the combinations 'FK'/'FG' and 'VK/VG'.
9. How are the prefixes 'self' and 'self-con' represented in shorthand ?
10. Describe the use of suffixes 'ward', 'yard' and 'ly' in shorthand.

Part—C

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

11. Explain the pre-requisites of writing shorthand.
12. Define Diphthong. Explain the rules of first and third place Diphthongs with examples.
13. What are the exceptions to the use of Halving Principle ? Explain by giving suitable examples.
14. Write the following advanced phrases in shorthand : $12 \times \frac{1}{2} = 6$

(a) In this respect

- (b) Those who are
- (c) As we shall
- (d) Smaller than
- (e) You should not be
- (f) If there is
- (g) Some other respects
- (h) You may not
- (i) Traders Association
- (j) Necessary Conclusion
- (k) Shall be considered
- (l) Rate of interest