

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

Term-End Examination

June, 2022

BSSI-014 : STENOGRAPHIC SKILLS

Time : 2 hours

Maximum Marks : 50

Note : *Part A : All questions are compulsory. Attempt any six questions out of total eight from Part B. Attempt any two questions out of total four from Part C. Marks are indicated on the right hand side.*

PART A

(Compulsory)

1. Fill in the blanks : 10×1=10

- (a) Shorthand is the art of representing spoken sounds through _____ signs.
- (b) The strokes pronounced with light sound are written with _____ touch.
- (c) The combination of downstroke and upstroke will be written _____ the line.
- (d) In Shorthand, _____ determine the position of an outline.

- (e) The word 'Jaw' is an example of _____ place vowel.
- (f) Joining of two or more words together by retaining the original position of the first word is called _____ .
- (g) _____ is the outline of the word 'require'.
- (h) Diphones are represented with _____ .
- (i) The outline for the word 'issued' is _____ .
- (j) Where it is not conveniently possible to intersect the stroke, it is written _____ to the outline.

2. Write the following Short forms/Phrases in Shorthand : *10×1=10*

- (a) Balanced
- (b) As soon as they
- (c) Have been expected
- (d) On this matter
- (e) Whether
- (f) Publication
- (g) University
- (h) Sure
- (i) Their
- (j) Nevertheless

PART B

Attempt any **six** questions out of total eight : $6 \times 3 = 18$

3. Give any three rules for joining of consonants. 3
4. Write the rules of writing Third Position with examples. 3
5. Define Triphone with two examples. 3
6. Give any three cases where 'S' circle is not used, with example. 3
7. Define Diaphone with two examples. 3
8. What are Monosyllabic words ? Give two examples. 3
9. How are the prefixes 'self-confident, transport and self-taught' represented in Shorthand ? 3
10. Give the Doubling Principle for 'Ture' sound with two examples. 3

PART C

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

2×6=12

- 11.** How are 'Medial Way' sounds represented by semi-circle in left and right motion with two examples each. 6
- 12.** Define Phrase. Give phraseographical use of 'P' stroke and the word 'were' with two examples each. 6
- 13.** Gives rules for attachment of 'S circle' with straight strokes with one example each. 6
- 14.** What are the three guidelines for reading outlines with vowels ? 6
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