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

Term-End Examination

June, 2024

BSSI-014 : STENOGRAPHIC SKILLS

Time : 2 Hours

Maximum Marks : 100

Note : **Part A :** All Questions are compulsory.

Part B : Attempt any six questions out of total Eight Questions.

Part C : Attempt any two questions out of total four Questions, Marks are indicated on the right hand side.

**PART-A
(Compulsory)**

1. Fill in the Blanks : $10 \times 1 = 10$

- (a) A is a result of friction in some parts of the month or throat.

P.T.O.

- (b) There are long vowels in short hand.
- (c) A frequently occurring word represented by a stroke is called
- (d) Joining of two or more words without lifting the pen is called
- (e) The full stop in shorthand is expressed by a
- (f) is a union of two vowel sounds.
- (g) Triphone are vowel sounds.
- (h) The tick 'H' is used m, l and downward 'R' strokes.
- (i) Circle 'S' is written angle.
- (j) The 'SHUN' hook is indicated by a final hook.

2. Write the following short poems/phrases in shorthand : $10 \times 1 = 10$

- (a) Advantage
- (b) Circumstances
- (c) Generalisation
- (d) Information
- (e) More

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- (f) Most
- (g) Valuation
- (h) Acknowledge
- (i) As far as
- (j) I am very glad

PART-B

Attempt any **Six questions** out of total eight :

$$6 \times 3 = 18$$

3. What is the difference between 'N' & 'V' hooks attached to a curved & straight strokes ? State their rules with two example of each.
4. What does a large circle represent initially and finally ? Give two example of each with rules.
5. Explain the difference between small loop and large loop.
6. Explain briefly difference between Tick 'H' and Dot 'H'.
7. List out any six Prefixes and explain how they are represented in shorthand.
8. When are strokes 'S' and 'Z' written ? Give example.

P.T.O.

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9. How are the compound consonents 'QW, GW, MP, MB, WH and WL' written ? Give suitable examples.
10. What are Intervening Vowels ? Give at least three example where an intervening vowel is used, clearly indicating its position in the outline.

PART-C

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

$$2 \times 6 = 12$$

11. What is the use of halving principle in shorthand ? State the rules of halving of straight strokes with two example of each.
12. What is meant by doubling principle in shorthand? Describe the rules of doubling of straight and curved strokes with two example of each.
13. Explain the rules relating to the use 'R' and 'L' hook with straight and curved strokes with example of each.
14. Explain the meaning of right motion ? How will you attach 'SHUN' hook to straight and curved strokes with example of each.
