

No. of Printed Pages : 5

BSSI-014

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

Term-End Examination

December, 2021

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 consonants in shorthand.

P. T. O.

- (b) If the first sounded vowel in a word is of third place, then the first consonant of that word will be written the line.
- (c) There are Diphthongs in shorthand.
- (d) Circle 'S' is written the curved strokes.
- (e) Consonant 'H' before consonants 'K' or 'G' is always written in direction.
- (f) A small hook attached to a straight stroke with the hand motion at the end represents the sound of 'N'.
- (g) After consonants 'T', 'D', and 'J', if there is no initial attachment, Shun Hook is written with the motion.
- (h) Words of one are known as monosyllabic words.
- (i) The prefix 'magne' or 'magni' in the beginning is represented by
- (j) The suffixes 'mental/mentally/mentality' are expressed by half-length consonant 'M' and 'N' hook.

2. Write the following short forms/phrases in shorthand : 1 each
- (a) Altogether
 - (b) Chair
 - (c) Interest
 - (d) Till
 - (e) Something
 - (f) He should be
 - (g) I hope you are
 - (h) As we can
 - (i) Some other way
 - (j) So much

Part—B

3. What should be the sitting posture of a shorthand writer ? 3
4. Which are the four second place vowels ? Explain by giving *two* examples in each case. 3
5. Explain the use of 'N' Hook in making phrases by giving suitable examples. 3

6. Explain the rules of attaching circle 'S/Z' with straight strokes. 3
7. Describe the cases when 'N' or 'F/V' hooks are not used. 3
8. Write the rules of writing consonant 'SH' in upward direction by giving suitable examples. 3
9. Write the use of Doubling principle in making phrases. Give suitable examples. 3
10. How are the suffixes 'fulness', 'lessness' and 'ship' are represented in shorthand ? 3

Part—C

11. Enlist the rules of joining of consonants. Explain with examples the joining of horizontal consonants with other strokes. 6
12. Explain the rules of attaching 'ST' and 'STR' loops to straight and curved strokes. 6
13. What do you understand by medial semi-circle ? Explain the rules of attaching medial semi-circle by giving suitable examples. 6

14. Write the following advanced phrases in shorthand : $\frac{1}{2}$ each

- (a) Every circumstance
- (b) In his own opinion
- (c) As we do
- (d) It can only be
- (e) In our view
- (f) Political association
- (g) Able to think
- (h) We would be
- (i) Has to be there
- (j) In the manner
- (k) As much as possible
- (l) It is considered