

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

Term-End Examination

December, 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) The consonants should be _____ of an inch.
 - (b) Consonants are represented by _____ .
 - (c) In horizontal strokes the placing of vowels will start from _____ side.
 - (d) The 'dash' is represented by _____ in Shorthand.
 - (e) Abbreviated form of 'way' is represented as _____ .

- (f) The 'S' circle represents light sound 'S' as well as heavy sound _____ .
- (g) In phrases 'Sway Circle' is used to represent the words _____ .
- (h) When 'L' stroke is the last stroke in a word, it is thickened for _____ sound.
- (i) A common syllable occurring at the beginning of a word is called _____ .
- (j) The four consonant strokes M, N, L and R are halved to indicate the addition of _____ sound.

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

- (a) Are
- (b) Interest
- (c) Is
- (d) Member
- (e) During
- (f) By all means
- (g) As much as we are
- (h) In this country
- (i) Within
- (j) As we can

PART B

Attempt any **six** questions out of total eight : 6×3=18

3. What are consonants ? Give any two features of consonants. 3
4. Explain the rule for usage of abbreviated form of 'way' in words along with two examples. 3
5. Give cases where Downward Hay is used, with one example each. 3
6. Mention any three rules where Upward 'ish' is used. 3
7. Mention the two exceptions to the use of Doubling Principle, with one example each. 3
8. What is the rule in negative words with regard to Prefixes ? Give two examples. 3
9. What is the rule of Halving Principle in case of single stroke finally hooked for having finally joined Diphthong ? 3
10. Give any three cases where Downward 'R' is used. 3

PART C

Attempt any **two** questions out of total four : $2 \times 6 = 12$

11. Give the rules of joining when the first stroke is an upstroke, with one example each. 6
12. How is 'STR' loop used ? Give three examples. 6
13. Explain any three rules of writing 'U', with two examples. 6
14. Write the following intersections in Shorthand : $12 \times \frac{1}{2} = 6$
- (a) National Bank
 - (b) Early attention
 - (c) This month
 - (d) Welfare Society
 - (e) Share capital
 - (f) Annual requirement
 - (g) General Manager
 - (h) Early morning
 - (i) They may require
 - (j) Steel Co. Ltd.
 - (k) Who will arrange
 - (l) Watch Co.
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