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BSSI-014

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

Term-End Examination

June, 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 was introduced by in the year 1837.

P. T. O.

- (b) Strokes should be written of an inch long.
- (c) There are no place Diphthongs.
- (d) When a word ends with the combination of 'R + Vowel', consonant 'R' is written in direction.
- (e) The small hook joined in the beginning with the motion with curve strokes indicates the sound of 'R'.
- (f) The sound of MP or MB is represented by stroke.
- (g) Prefixes 'Accomo', 'Accommo' are represented by joined or disjoined consonant
- (h) The plural 'ings' at the end of a word is represented by a
- (i) In intersections, consonant 'D' is used for the word
- (j) In figures, consonant 'M' is used to represent

2. Write the following short forms/phrases in shorthand : 10×1=10
- (a) Advantage
 - (b) Behalf
 - (c) Information
 - (d) Opportunity
 - (e) Responsible
 - (f) I can be
 - (g) We hope you are
 - (h) We would not be
 - (i) Carried on
 - (j) I know there is

Part—B

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

- 3. What do you understand by shorthand ?
- 4. How are the punctuation signs represented in shorthand ?
- 5. What is phraseographical use of the words 'much' and 'us' in shorthand ? Write *three* examples.

6. Describe the use of circle 'S' medially with examples.
7. Explain the use of 'Shun Hook' after 'S' or 'NS' circles. Give examples.
8. Can 'N' hook be used medially ? If yes, write at least *three* outlines with N hook coming medially.
9. What are the exceptions to the use of Doubling principle ? Give examples.
10. Describe the use of suffixes 'ment', 'mental'/mently/mentality in shorthand. Give suitable examples.

Part—C

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

11. Define Position writing. Write the rules for position writing. Give examples.
12. Explain the rules of attaching circle 'S' with straight and curved strokes. Give at least *two* examples of each.

13. Describe the rules for writing consonant 'SH' in upward and downward directions.

14. Write the following advanced phrases in shorthand :

$$12 \times \frac{1}{2} = 6$$

- (a) As fast as
- (b) Those who were
- (c) As we cannot
- (d) You will be able to
- (e) State of affairs
- (f) Upon their
- (g) In their opinion
- (h) You cannot
- (i) Medical Association
- (j) Satisfactory conclusion
- (k) Some consideration
- (l) They would not be