

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

Term-End Examination

June, 2025

BSSI-014 : STENOGRAPHIC SKILLS

Time : 2 Hours

Maximum Marks : 50

Note : (i) **Part A** : All questions are compulsory.

(ii) **Part B** : Attempt any **six** questions out of the total eight from Part B.

(iii) **Part C** : 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 (any ten) : $10 \times 1 = 10$

(a) Shorthand is a language.

- (b) There are consonants in Pitman shorthand.
 - (c) The size of each consonant stroke should be of an inch.
 - (d) and, are the two forms of R.
 - (e) Combination of two vowel sounds in a word is called
 - (f) A large circle is used to write words like 'sweet'.
 - (g) Downward 'e' is used after 'n' or 'ing' for easy or joining.
 - (h) There is no attached to curves.
 - (i) 'str' loop covers portion of the stroke.
 - (j) Stroke 'L' standing alone can be doubled for
2. Write the following short forms/phrases in Pitman shorthand : 10×1=10
- (a) Balance

- (b) Care
- (c) Influence
- (d) Language
- (e) People
- (f) Very
- (g) I hope you are
- (h) We know there is
- (i) I would not be
- (j) As well as

Part—B

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

3. How many types of characters/strokes are there in Pitman shorthand ? Write each character/stroke with its outline.
4. How are WL and WHL represented in Pitman shorthand ? Explain with *one* example of each.
5. Describe the use of 'sway' circle initially. Give suitable examples.
6. How many Diphthongs are there in Pitman shorthand ? Give at least *two* examples of each diphthong.

7. Narrate the use of upward 'R'. Which are the cases when 'R' upward is used ? Give at least *two* examples of each case.
8. How 'N' hook is used in phraseography in Pitman shorthand ? Give *two* examples of each case.
9. Give *two* cases where doubling principle is not used in Pitman shorthand. Mention suitable examples.
10. Write the cases where circle 'S' is not used. Give at least *two* examples for each case.

Part—C

Note : Attempt any **two** questions out of the following.

6×2=12

11. Explain the rules governing use of ing/ings as a suffix. Give suitable examples.
12. Explain the rules of writing 'st' or 'stee' loop and 'str' loop. Give suitable examples of each case where 'st/stee' or 'str' loop would be used in Pitman shorthand.
13. What are the rules governing 'hay' downward and upward ? Give suitable examples.

14. Write the following advance phrases in

Pitman shorthand (any *twelve*) : $12 \times \frac{1}{2} = 6$

- (a) As we think
- (b) Rate of interest
- (c) Some other
- (d) Again and again
- (e) As the matter
- (f) Per annum
- (g) I am able to think
- (h) Before there
- (i) We have received
- (j) As a rule
- (k) More and more
- (l) Birthday party
- (m) In this city
- (n) At first cost

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