# COMBINED TECHNICAL SERVICES EXAMINATION (DIPLOMA / ITI LEVEL) COMPUTER BASED TEST

**DATE OF EXAM: 11.11.2024 AN** 

PAPER - II - STENOGRAPHY

(DIPLOMA STANDARD) (CODE: 378)

1.		ore K, G, M and R strokes, the stroke of 'W' is shortened or reviated initially in the form of
	(A)	a left semi-circle
	(B)	a loop
	(C)	a circle
		a right semi-circle
•	(E)	Answer not known
2.	Thic	ek strokes are never written
	(A)	Downward · · ·
	(B)	Horizontally
	125	Upward
	(D)	Upward and Downward
•	(E)	Answer not known
3.	Half	f-length forms should not be written
	(A)	above the line
	(B)	above and on the line
	(2)	through the line
	(D)	on the line
	(E)	Answer not known
4.	The	consonant 'r' is provided with ———— different forms.
	(20)	2
	(B)	1
	(C)	3
	(D)	4
	(E)	Answer not known
		3 378-Stenography in English

- 5. The result of audible friction or stopping of the breath in some part of the mouth or throat is called as
  - (A) explodents

consonants

- (C) liquids
- (D) nasals
- (E) Answer not known
- 6. The strokes must always be called by their phonetic names; thus, 'ch' is to be named as . . . . . . . . . . .
  - (A) ray
  - (B) gay
  - chay
  - (D) kay
  - (E) Answer not known
- 7. Downward 'H' is written when
  - I. letter stands alone
  - II. immediately followed by k or g
  - III. preceded by a vowel
  - IV. followed by a vowel
  - (A) III and IV are correct
  - I and II are correct
  - (C) III and II are correct
  - (D) I and IV are correct
  - (E) Answer not known

		es giv List				List II				
	(a)	I see	, I am,	I will			1.	Grammalogues		
	(b)	Adva	antage	, becau	2.	Contractions				
	(c)	Lang	guage,	myself	3.	Grammalogues and contraction				
	(d)	Ackr	nowled	ge, cer	tificate	enthusiastic	4.	Phraseogram		
	·	(a)	(b)	(c)	(d)					
	(A)	1	2	3	4					
	(B)	2	1	. 4	3	•		,		
	(8)	4	1	3	<b>2</b>					
	(D)	1	3	4	2					
	(E)	(E) Answer not known								
9.	Hov	w is tl	ne wor	d 'beyo	nd' wri	tten in shorth:	and:	2		
	(A)		<u> </u>	<del></del>						
	(B)		L							

5

(E)

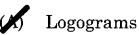
Answer not known

10.	Which of the	following	statement	is correct?
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"Two shortlines underneath an outline indicate".

- (A) All letters should be written in capital
- (B) The word should be within the bracket
- An initial letter of the word should be written in capital
- (D) The word should be written within the quotation
- (E) Answer not known

# 11. Shorthand characters representing frequently occurring words are called



(B) Phraseography

(C) Diphthongs

- (D) Triphones
- (E) Answer not known
- 12. Choose the correct stroke for the word 'with you'
  - (A) 3

(B) <del>- \ \ \</del>

**b** = \( \xi \)

- (D) -3
- (E) Answer not known

#### 13. When joined to a preceding character, tick 'the' can be written

- (A) Upward
- (2) Either downward or upward
- (C) Downward
- (D) Neither downward nor upward
- (E) Answer not known

14.	The outline obtained by writing two or more words together without lifting the pen is called								
	(A)	Grammalogues	(B) Consonants						
	(C)	Compound words	(E) Phraseogram						
	(E)	Answer not known							
15.	Tick 'THE' is never used								
	(A)	Medially	(E) Initially						
	(C)	Finally	(D) Initially and finally						
•	(E)	Answer not known							
16.	Best phraseograms are those which have the qualities of								
	(A)	Flexibility, Lineality and Legibility							
	(B)								
	(C)								
	(D)	Flexibility, Lineality and Easily							
·	(E)	Answer not known							
17.	How Pitman shorthand based on								
	(A)	Numeric system	(B) Geometric system						
	(9)	Phonetic system	(D) Alphabet system						
	(E)	Answer not known							

- 18. Which of the following statements are correct:
  - 1. The termination shun/zhun is represented by a large hook.
  - 2. The shun hook is written inside curves.
  - 3. The shun hook is written on the left side of 'T', 'D' and 'J' without initial attachment.
  - 4. The shun hook is written on the right side of 'T', 'D' and 'J' without initial attachment
  - (A) 1, 3 and 4 are correct
  - (B) 2, 3 and 4 are correct
  - (C) 1, 2 and 3 are correct
  - (2) 1, 2 and 4 are correct
  - (E) Answer not known
- 19. Which of the following statements is/are correct.
  - 1. There is no f or v hook to curves
  - 2. A small final hook adds 'n' to curves
  - 3. When a word ends with a vowel a final stroke should not be used
  - 4. A small final hook struck by the right motion adds 'V' to straight strokes
  - (A) 1 and 3 are correct
  - 1 and 2 are correct
  - (C) 1 and 4 are correct
  - (D) 3 and 4 are correct
  - (E) Answer not known

- 20. Consider the following statements relating to 'n' hook:
  - (i) small final hook written with right motion to straight strokes
  - (ii) small final hook written inside curves
  - (iii) small initial hook written with right motion to straight strokes
  - (iv) small final hook written with left motion to straight strokes

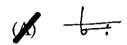
Which of the above statement is/are correct?

- (A) (i) only
- (i) and (ii) only
- (C) (ii) and (iii) only
- (D) (i) and (iii) only
- (E) Answer not known
- 21. Which of the following statement is correct

A final hook cannot be employed when the word ends with a vowel sound because

- (A) a final vowel does not requires a final stroke
- (B) a final vowel requires a middle stroke
- (C) intervening vowel requires a final stroke
- a final vowel requires a final stroke
- (E) Answer not known
- 22. The double consonant 'SHL' is always written
  - (A) Downward
  - (E) Upward
  - (C) Upward and Downward
  - (D) Horizontally
  - (E) Answer not known

23. The outline for the word 'disagree' is



- (B)
- (C) \_\_\_\_\_\_\_\_
- (D) \_\_\_\_\_\_
- (E) Answer not known
- 24. 'SHUN' Hook is written with the left motion after the strokes
  - (A) fk
  - (B) pk
  - (C) dk
  - (**V**) lk
  - (E) Answer not known
- 25. A small final hook, struck by left or right motion to all straight strokes represents
  - · (A) N and F only
    - (B) Nonly
  - N, F and V
  - (D) F and V only
  - (E) Answer not known

26.	The outline	 refers to

- (A) exception
- (P) exceptionally
- (C) exemptional
- (D) expectation
- (E) Answer not known

#### 27. The word 'generalization' is written as

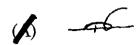
- (A) \_\_\_\_\_\_\_\_
- (C) \_\_\_\_
- (D)
- (E) Answer not known

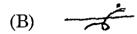
### 28. The sound of 'Z' initially must be represented by

11

- (A) Circle S only
- Stroke Z only
- (C) 'Ses' circle
- (D) Large circle SW
- (E) Answer not known

29. The outline for the word 'muscle' is

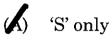






(D) 6

- (E) Answer not known
- 30. A small circle used initially represents the sound of



- (B) 'Z' only
- (C) S and Z
- (D) SS only
- (E) Answer not known
- 31. Choose the correct stroke for the word 'Thyself'







- (D)
- (E) Answer not known

32.	Two	Two examples for which 'ST' loop cannot be applied are							
	(A)	request, best							
		caused, gazette							
	(C)	star, boxed							
	(D)	vest, rust							
	(E)	Answer not known							
33.	Which of the following is represented by a large initial circle?								
	(A)	S							
	(B)	Z · · · · · · · · · · · · · · · · · · ·							
	(8)	$\mathbf{SW}$							
	(D)	CON							
	(E) .	Answer not known							
34.	The circle S/Z is written								
	(A)	with left motion							
	(B)	with right motion							
	(C)	outside the curve							
	<b>(B)</b>	inside the curve							
	(13)	A							

35.	Exp	Explodents are so called because when pronouncing them;								
		the outgoing breath is forced in a sudden gust through barriers previously closed								
	(B)	the breath ends in inside nasal point								
	(C)	the starting point is in the throat								
	(D)	the outgoing breath continues to come out like a flow of air from mouth								
	(E)	Answer not known								
36.	Enlarge your knowledge of outlines by .									
	(A)	Practising note taking every weak								
	(B)	Vary your dictation matter as much as possible								
	(2)	•								
	· (D)	Reading the dictated passage								
	(E)	Answer not known								
37.		en the shorthand writer notices that the speaker has fallen into error, he indicates it by which one of the following signs/marks?								
	(A)	A full stop — is placed at the margin								
	<b>(B)</b>	A large cross X made on the margin of the note book								
•	(C)	The mark is placed at the bottom of the book								
	(D)	All the above								
	(E)	Answer not known								

- 38. The outline indicates
  - (A) capital finance
  - (B) taken into evidence
  - (C) financial document
  - documentary evidence
  - (E) Answer not known
- 39. Choose the correct outline for the following words
  - (1) Court of criminal appeal
  - (2) Articles of Association
  - (A) -

  - (C) = 1-6
  - S = 4
  - (E) Answer not known
- 40. Choose the correct phrase for the given outline



- (A) Heirs, executors, deed and assigns
- (B) Heirs, executors, administrators or assigns
- (C) Heirs, executors, departments and assigns
- Heirs, executors, administrators and assigns
- (E) Answer not known

- 41. Match the following with correct outlines and find the correct answer:
  - (a) Circumstantial evidence

- 1. \_\_\_\_\_
- (b) Counsel for the defendant
- 2.

(c) Counsel for the plaintiff

3.

(d) Recognisance

4.

- (a) (b) (c) (d)
- (A) 2 3 1 4
- **2** 1 4 3
- (C) 2 1 3 4
- (D) 1 2 4 3
- (E) Answer not known
- 42. How will you write the word 'Liberal party'?
  - (A) .\_\_\_\_\_\_

(B) X

**198** \_ X

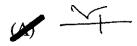
- $(D) \chi_J$
- (E) Answer not known
- 43. Choose the correct outline for the words 'Party leaders'
  - us X

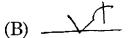
(B) -X-

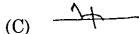
(C) Xb

- (D) —X
- (E) Answer not known

44. The correct outline for 'Parliamentary Committee' is



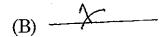




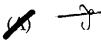


- (E) Answer not known
- 45. The correct outline for 'Member of Parliament' is

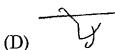




- (E) Answer not known
- 46. The correct outline for the political phrase "British Constitution" is



(C)



(E) Answer not known

- 47. Match the following with their outlines and choose the correct answer:
  - (a) In the house of Commons

1.

(b) House of Commons

2.

(c) House of Lords

3. \_\_\_\_\_\_

(d) First Lord

4.

- (a) (b) (c) (d) 3 1 . 4 2 3 (B) 2 1 (C) 2 3 1 (D) 3 2 1 4
- (E) Answer not known
- 48. Where an outline has been written incorrectly, badly or in the wrong position, the quickest way of making the outline legible in
  - (A) Writing the full phrase
  - Insertion of the vowels
  - (C) Move on to the next word
  - (D) Strike out the outline and re-write the outline
  - (E) Answer not known

49	Which	of the	following	outline	ie	correct?
40.	AA HIICH	or me	TOHOWING	outime	15	correct:

- 1. Hundred
- 2. Million
- 3. Billion
- 4. Dollar

$$(A) \Rightarrow \widehat{\phantom{A}} + \widehat{\phantom{A}}$$

$$(C) \qquad \qquad \qquad \frac{1}{2} \qquad \frac{1}{2}$$

$$M \times a \perp 1$$

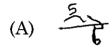
- (E) Answer not known
- 50. Magna-, Magni- (or) Magne- is expressed by disjoined m, always written in the ———— position.
  - (K) First
  - (B) Second
  - (C) Third
  - (D) All the above
  - (E) Answer not known
- 51. Write the outline for the phrase "Imperturbable".
  - (A) \_\_\_\_\_





(E) Answer not known

52. Choose the correct outline for £ 5,000,000





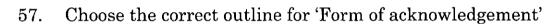
(C) <u>5</u>

- (D) 🗦
- (E) Answer not known
- 53. The F/V hook may be used for the following in advanced phraseography
  - (A) Than, own, been, on
  - Have, of, after, even
  - (C) It, to, not, would
  - (D) None of the above
  - (E) Answer not known
- 54. In intersections the consonant "L" is employed to represent the words
  - (A) Liberal, List
  - (B) Loss, Limited
  - (C) Limited, Resourse
  - Liberal, Limited
  - (E) Answer not known

55.	The	stroke R(up) is employed in intersection, to represent
	(M)	Railway
	(B)	Arrange
	(C)	Mark
	(D)	Property
	(E)	Answer not known

56. In intersections, 'V' is employed to represent the word

- (A) Verification
- (B) Vision
- (C) Variety
- (Z) Valuation
- (E) Answer not known



(A) C

(B) S

- 出土
- (E) Answer not known

## 58. Choose the correct outline for 'high water mark'

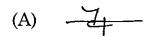
(A) \_\_\_\_\_\_

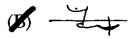
(B) 212

**9** 

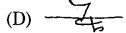
- (D) 3
- (E) Answer not known

Pick out the correct outline for 'engineering department' 59.

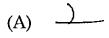


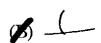


(C)



- (E) Answer not known
- In intersections, the word 'authority' is represented by stroke 60.







- (E) Answer not known
- In intersections, the word "corporation" is represented by -61.
  - Stroke R (up) is employed (A)
- ( Stroke Kr is employed
- Stroke K is employed (C)
- (D) Stroke P is employed
- (E) Answer not known
- Choose the correct outline for the words 'authorised capital'. 62.
  - 50 (A)

(D) (L)

(C) <u> \_\_\_\_\_</u>

- (E) Answer not known

Choose the correct outline 'retrospection': 63. (A) (E) Answer not known Choose the correct outline for the word "Individually". 64. (A) (C) (E) Answer not known 65. Special contractions are formed by employing the first two or three strokes of the short outline (A) by employing the first two or three strokes of the full outline (C) by initially omission by no omission of strokes (D) (E) Answer not known The stroke represents 66. Inform (B) Informer (A)

(D) Individual

Never

Answer not known

(E)

67. Match Column A with B and choose the correct answer	67.	Match C	olumn A	with B	and choose	the correct answe
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- (a) Inform
- 1.
- (b) Individual
- 2.
- (c) Never
- 3.
- (d) Nevertheless
- 4.
- (a) (b) (c)
- (d)

- (A)
- (B) 3
- 1 2
- 4

- 1
- Answer not known

#### The outline refers to the word 68.

- (A) periodical attention
- (Z) production

(C) private function

- (D) protection
- (E) Answer not known

#### The outline for the phrase 'most important' is 69.

- **(E)** Answer not known

70.	Choose the correct word for the outline									
	(A)	(A) plastic				(B) elastic				
	(2)	dras	stic			(D) majestic				
	(E)	Ans	wer n	ot knov	wn					
71.	Mat	Match the following:								
	Gen	eral c	ontra	ctions a	are for	rmed by omission of				
•	(a)	p			1.	where 'p' is very slightly sounded				
	(b)	t			2.	in words like expect-ed				
•	(c)	– ect	٠		3.	between circle 's' and a following consonant				
	(d)	-kt			4.	in words like productive etc.				
		(a)	(b)	(c)	(d)					
	(A)			1						
	(P)	1	3	2	4	•				
	(C)	2	4	1	3					
	(D)	3	4	1	2					
	(E)	Ans	wer n	ot knov	wn					
72.	Figu	ires t	hat ar	e repre	esente	d by shorthand outlines are				
	(A)	One	e to ter	n	,	(B) One to seven and ten				
	(C)	Onc	to go	zon on	d nine	(D) One to five and eight				

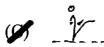
(E)

Answer not known

73.	How would you represent suffix "MENT" in English shorthand?									
	(A)	(A) Stroke 'M' joined to the preceding stroke								
	(B)	Stroke 'N' joined to the preceding stroke								
	(2)	Halved "M" with "N" ho	ok joined a	at the end of the stroke						
	(D)	Stroke M, N, T to the fo	llowing str	oke						
	(E)	Answer not known								
74.	The	outline refers t	0							
		individual	(B)	never .						
	(C)	navy	(D)	inform						
	(E)	Answer not known								
75.	The	outline for the word 'frier	ndship' is	•						
	(A)	<del></del>	(B)	<u></u>						
	(2)	5;	(D)	_ <del>```</del>						
	(E)	Answer not known								
76.	The	dot '.ing-' cannot be used								
	(A)	Initially and finally	(B)	Medially						
	(C)	Initially	(D)	Medially and finally						
	(E)	Answer not known								
77.	How	v is suffix '-logically' repre	esented?							
	(A)	Disjoined L	(B)	Joined L						
	<b>(</b> C)	Disjoined J	(D)	Disjoined KL						
	(E)	Answer not known								
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- 78. "Self-con" is represented by the following outline:
  - (A) 1

(B) - - - - - - -



- (D) ·--
- (E) Answer not known
- 79. The outline for the work immortal is written as
  - (A) \_\_\_\_\_\_

(B) —

(C) \_\_\_\_\_

- (E) Answer not known
- 80. Match the following and select your answer using the codes given below:
  - List I

List – II

- (a) Accom.
- 1. By disjoining the form immediately following
- (b) Initial com.
- 2. Represented by K (——)
- (c) Medical com.
- 3. Disjoined circle S written in the position of the con -dot
- (d) Self com
- 4. Represented by light dot at the beginning of the following stroke
- (a) (b) (c) (d)
- (A) 2 1 4 3
- (B) 2 3 4 1
- (C) 2 1 3 4
- **(2)** 2 4 1 3
- (E) Answer not known

81.	Find out the word not framed by logograms:											
	(K)	Irrad	liance	(B) Almost								
	(C) Undermine					(D) Already						
	(E)	Ansv	ver n	ot know	n							
82.	Ma	Match the following words										
	(a) Significance				1.	4						
	(b) Inscription				2.	_8_					·	
	(c)	(c) Instruction				a				•		
	(d)	Circui	mstar	ıce	4.	<u></u>						
		(a)	(b)	(c)	(d)							
	(A)	. 2	1	4 .	3							
	(B)	3	1	4	2							
	(C)	2	4	1	3							
	$(\mathbf{P})$	3	4	1	2							
	(E) Answer not known											
83.		which resente		sonant	prefix	"Magna	" c	or	"Magne"	or	"Magni"	is
	(A) disjoined N				disjoined M							
	(C) disjoined G					(D) disjoined K						
	(E) Answer not known											
				*						-		

- 84. Double length upstrokes are written
  - (A) Above the line only
  - (B) On the line only
  - (C) Through the line only
  - Above, on and through the line, according to the first vowel heard in the word
  - (E) Answer not known
- 85. Which of the following statements are correct?
  - (1) All double length down strokes are written on the line
  - (2) Double length upstrokes are written above, on or through the line
  - (3) All double length down strokes are written through the line
  - (4) Double length horizontals are written above or on the line
  - (A) (1), (2) and (3) are correct
  - (2), (3) and (4) are correct
  - (C) (1), (3) and (4) are correct
  - (D) (3) and (4) are correct
  - (E) Answer not known
- 86. The past tense of verbs of more than one syllable is written with
  - (A) The Doubling Principle
  - (B) Special Contractions
  - (C) Phraseogram
  - The Halving Principle
  - (E) Answer not known

87.	A straight stroke is doubled to indicate tr, dr, or THr only when								
	(a)	(a) It follows another stroke or circle S							
	(b)	It has a finally joined diphthong or a final hook							
	(c)	The work ends with '-ing'							
	(d)								
	(A)	(a) and (c) are correct	(a) and (b) are correct						
	(C)	(d) is only correct	(D) (b) and (c) are correct						
	(E)	Answer not known							
88.	The outline indicates the word								
	(A)	there after	(B) there from						
	(C)	from their	therefore						
	(E)	Answer not known	· · · · · · · · · · · · · · · · · · ·						
89.	Cho	Choose the correct stroke for the word 'emblem'							
	(A)	E	(B) ————						
	(98	· T	(D) — T						
	(E)	Answer not known							
90.	Medical com-, con-, either in a word or in a phrase is indicated by								
<i>5</i> 0.	(A)								
	(C)	•							
	(D)								
	(E)								
	(12)	THISMEL HOT WHOMIL							

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91.	The sign 'MP' is not used when pr, br, pl or bl immediately follows								
	(A)	р	m						
	(C)	В	(D) n						
	(E)	Answer not known							
92.	A semicircle is employed medially as an abbreviation to the stroke ——————————————————followed by a vowel.								
	(A)	m	(B) n						
	(C)	r	(B) n						
	(E)	Answer not known							
93.	A sn	A small initial semicircle is used as an abbreviation for w before							
		K, g, m and two forms of 'r'	(B) S, f, v and downward $l$						
		N, P, R and upward h							
	(E)	Answer not known							
94.	Cho	ose the correct answer from th	e following :						
	The	The halving principle is not employed							
	(A)								
	(B)	Where a final diphthong is joined, in a single stroke							
	(L)	When a final vowel follows t or d							
	(D)	When the halved stroke in followed or preceded by circle 's'							
	(E)	Answer not known							
	(11)	A ALLO IT OA AAOO AAAAO IT AA							

95.	Halving a stroke indicates the addition of								
	(A)	f or v	(B) n or s						
	(C)	s or st	🗷 t or d						
	(E)	C) Answer not known							
96.	In past tenses 'ted' or 'ded' is always indicates by								
	(A)	(A) Disjoined 't'							
	(B)	Half-length 't' or 'd' respectively							
	(C)	Full-length 't' or 'd' respectively							
	(D)	D) Disjoined 'd'							
	(E)	Answer not known							
97.	Which of the following statement is incorrect?								
	(A)	Half-length h, when not joined to another stroke is always written upward							
	(B)	Half length upward r m	ust not be written along or with a final						
	(C)	Vowel signs to halved forms are read next to the primary stroke							
	<b>(B)</b>	Half length forms should not be written on the line for vowel indication							
	(E)	Answer not known	,						
98.	A half length stroke is written ———— to indicate the third place vowel								
	(A)	Above the line	On the line						
	(C)	Through the line	(D) Below the line						
	(E)	Answer not known							

99.	Half sized 'T' or 'D' when immediately following the strokes 'T' or 'D' is always written by								
	(A)	Intersecting the stroke							
	(3)	Disjoining the stroke							
	(C)	Halving principle not employed							
	(D)	Full stroke							
	(E)	Answer not known							
100.	Pick out the incorrect stroke from the following:								
•	(A)	if it is		<u>. 6</u>					
	(B)	I am not	_	· >>					
	(C)	able to make	_						
	<b>(B)</b>	this word		-6-					
	· ( <b>T</b> )	Anguran not Irnaum							