





ALL INDIA TRADE TEST - 2024 FOR CRAFTSMEN
TRAINING SCHEME (CTS)
Trade Name: Stenographer & Secretarial Assistant
(English)
Year: 1st Year

Exam Date :
Exam Time :

Note:

1. Tick the correct option out of four alternatives provided
2. All questions carry equal marks (2 Marks each)
3. There is no negative marking

Sr. No.	Q ID	Question Body and Alternatives	Marks	Negative Marks
Trade Theory				
1	1	<p>Which positions shorthand characters of grammalogues are written?</p> <p>A1 : Above the line only</p> <p>A2 : On the line only</p> <p>A3 : Through the line only</p> <p>A4 : Above on & through the line</p>	2.0	0.00
Trade Theory				
2	2	<p>How to represent the note of interrogation mark as per rule in pitman shorthand?</p> <p>A1 : </p> <p>A2 : </p> <p>A3 : </p> <p>A4 : </p>	2.0	0.00
Trade Theory				
3	3	<p>Which position of an outline is governed sound in the word?</p> <p>A1 : First sounded vowel</p> <p>A2 : Second sounded vowel</p> <p>A3 : Third sounded vowel</p> <p>A4 : Vowel not necessary</p>	2.0	0.00

			Trade Theory		
4	4	How many diphthongs in pitman shorthand?	2.0	0.00	
		A1 : 4			
		A2 : 8			
		A3 : 12			
		A4 : 24			
			Trade Theory		
5	5	Which small tick attached to a diphthong sign indicates the addition?	2.0	0.00	
		A1 : Grammalogues			
		A2 : Contraction			
		A3 : Vowel			
		A4 : Diphthong			
			Trade Theory		
6	6	Which one sign represent three vowels are called?	2.0	0.00	
		A1 : Vowel			
		A2 : Diphthong			
		A3 : Triphone			
		A4 : Diphone			
			Trade Theory		
7	7	How many diphthong places?	2.0	0.00	
		A1 : Two			
		A2 : Three			
		A3 : Four			
		A4 : Six			
			Trade Theory		
8	8	Which diphthong written for convenience joining & representing semicircle?	2.0	0.00	
		A1 : I			
		A2 : OW			
		A3 : OI			
		A4 : U			
			Trade Theory		
9	9	What is position of " I " & " OI " Diphthong vowel place?	2.0	0.00	
		A1 : First			

		<p>A2 : Second</p> <p>A3 : Third</p> <p>A4 : First & Third</p>		
Trade Theory				
10	10	<p>When is tick 'H' employed?</p> <p>A1 : Medially in words</p> <p>A2 : Finally in phrases</p> <p>A3 : Before M, L, Ar</p> <p>A4 : Before K, G</p>	2.0	0.00
Trade Theory				
11	11	<p>Which consonants have two forms?</p> <p>A1 : L and SH</p> <p>A2 : R and H</p> <p>A3 : F and V</p> <p>A4 : th and TH</p>	2.0	0.00
Trade Theory				
12	12	<p>When is downward 'R' written?</p> <p>A1 : Initially when followed by a vowel</p> <p>A2 : Initially when preceded by a vowel</p> <p>A3 : Finally when followed by a vowel</p> <p>A4 : Medially after a straight stroke</p>	2.0	0.00
Trade Theory				
13	13	<p>When is upward 'R' written?</p> <p>A1 : Initially when followed by a vowel</p> <p>A2 : Initially when preceded by a vowel</p> <p>A3 : Finally when R is not followed by a vowel</p> <p>A4 : Initially before stroke M</p>	2.0	0.00
Trade Theory				
14	14	<p>What is Phraseography?</p> <p>A1 : Writing two words together without lifting the pen</p> <p>A2 : Writing two or more words together without lifting the pen</p> <p>A3 : Writing two words together with vowels</p>	2.0	0.00

		A4 : Writing two or more words with vowels		
Trade Theory				
15	15	Which is true of a phraseogram? A1 : Position of all the words change A2 : Position of the first word does not change A3 : Word following 'I' cannot be written above the line A4 : Word following 'with' cannot be written on the line	2.0	0.00
Trade Theory				
16	16	How will you change the verb 'took' in the Passive Voice? A1 : Is taken/are taken A2 : Am taken/are taken A3 : Are taken/were taken A4 : Was taken/were taken	2.0	0.00
Trade Theory				
17	17	Which sentence is in the present perfect continuous tense? A1 : He has read the book A2 : He has been reading the book A3 : He had been reading the book A4 : He will have been reading the book	2.0	0.00
Trade Theory				
18	18	What is the passive voice for "He has paid the money"? A1 : The money has been paid by him A2 : The money had been paid by him A3 : The money is being paid by him A4 : They money was being paid by him	2.0	0.00
Trade Theory				
19	19	Which tense in passive voice have 'being' before past participle? A1 : Simple present continuous tense A2 : Simple past continuous tense A3 : Simple future continuous tense A4 : Continuous tenses of present, past and future	2.0	0.00
Trade Theory				
20	20	What are the uses of tick 'H'?	2.0	0.00

		<p>A1 : It can be employed in the middle of a word</p> <p>A2 : It can be employed in phrases</p> <p>A3 : It can be employed before stroke R (up)</p> <p>A4 : It can be employed initially when followed by K/G</p>		
Trade Theory				
21	21	<p>Which special signs have been called?</p> <p>A1 : Vowel</p> <p>A2 : Diphthong</p> <p>A3 : Triphone</p> <p>A4 : Diphones</p>	2.0	0.00
Trade Theory				
22	22	<p>Which semicircle is employed medially as an alternative to the stroke?</p> <p>A1 : R</p> <p>A2 : W</p> <p>A3 : M</p> <p>A4 : G</p>	2.0	0.00
Trade Theory				
23	23	<p>Which medial left semicircle represents their corresponding short vowels?</p> <p>A1 : ah,ā,e</p> <p>A2 : ah,ā,ē,aw,ō,ōō</p> <p>A3 : aw,ā,ōō</p> <p>A4 : aw,āoo,ā,ūōō</p>	2.0	0.00
Trade Theory				
24	24	<p>Which option is correct?</p> <p>A1 : Dot H is employed in phrases</p> <p>A2 : Dot H is employed in words</p> <p>A3 : Tick H is not employed in phrases</p> <p>A4 : Tick H is employed in words</p>	2.0	0.00

Trade Theory				
25	25	Which consonant before M " R " stroke is written? A1 : Downward A2 : Upward A3 : Downward and Upward A4 : Upward and Downward	2.0	0.00
Trade Theory				
26	26	When consonant " H " standing alone always written? A1 : Downward A2 : Upward A3 : Sometime upward & Downward A4 : Sometime Downward & Upward	2.0	0.00
Trade Theory				
27	27	Which simple vowel followed immediately by another separately sounded vowel , forming two syllabus is termed? A1 : Vowel A2 : Diphthong A3 : Diphone A4 : Triphone	2.0	0.00
Trade Theory				
28	28	Which right semicircle is used initially as an abbreviation for ' W ' before the stroke? A1 : K,G,M,R A2 : M,R only A3 : K,G only A4 : L only	2.0	0.00
Trade Theory				
29	29	When medial semicircle represents sound plus following vowel sound, replacing that vowel sign? A1 : W A2 : Y A3 : H A4 : K & G	2.0	0.00
Trade Theory				
30	30	What is the best qualities of phraseogram in pitman shorthand? A1 : Facility & Linearity	2.0	0.00

		<p>A2 : Facility & Legibility</p> <p>A3 : Facility, Linearity and Legibility</p> <p>A4 : Linearity & Legibility</p>		
Trade Theory				
31	31	<p>Which shorthand writing two or more word together without lifting the pen called?</p> <p>A1 : Grammalogues</p> <p>A2 : Phraseography</p> <p>A3 : Contraction</p> <p>A4 : Intersection</p>	2.0	0.00
Trade Theory				
32	32	<p>What the procedure of writing stroke " H " is standing alone?</p> <p>A1 : Downward only</p> <p>A2 : Upward only</p> <p>A3 : Downward and Upward</p> <p>A4 : Horizontal</p>	2.0	0.00
Trade Theory				
33	33	<p>When follows upward ' L ' or a horizontal stroke " H " stroke is written?</p> <p>A1 : Downward</p> <p>A2 : Upward</p> <p>A3 : Dot ' H '</p> <p>A4 : Tick ' H '</p>	2.0	0.00
Trade Theory				
34	34	<p>How is 'Z' represented?</p> <p>A1 : Initial sound of Z is represented by circle S</p> <p>A2 : Initial sound of Z is represented by stroke Z</p> <p>A3 : Medial Z is represented by stroke</p> <p>A4 : Final Z followed by vowel is represented by circle</p>	2.0	0.00
Trade Theory				
35	35	<p>How do you represent the sound of S/Z?</p> <p>A1 : By a small circle initially</p> <p>A2 : By a small circle finally</p> <p>A3 : By a small circle medially</p>	2.0	0.00

		A4 : By a small circle medially or finally		
Trade Theory				
36	36	When is circle 'S' not employed initially? A1 : When S is followed by another S/Z A2 : When initial sound is Z A3 : When initial S is preceded by a vowel A4 : When a diphthong precedes S	2.0	0.00
Trade Theory				
37	37	What is the shortcut key to cut the selected content in MS Word? A1 : Alt+H+F A2 : Ctrl+X A3 : Ctrl+C A4 : Ctrl+V	2.0	0.00
Trade Theory				
38	38	What do you know of SW circle? A1 : It is a small circle written with the left motion A2 : It is written with the right motion to straight strokes A3 : It is a large circle employed initially A4 : It can be employed initially and medially	2.0	0.00
Trade Theory				
39	39	Which sounds are represented by a large circle? A1 : A large medial circle represents S-S sound A2 : A large medial circle represents S-Z sound A3 : A large final circle represents S-S sound A4 : A large medial/final circle represents S-S or S-Z sound	2.0	0.00
Trade Theory				
40	40	Which currency represents this symbol (£)? A1 : American dollar A2 : Pound sterling A3 : Singapore dollar A4 : Chinese currency	2.0	0.00
Trade Theory				
41	41	What is the Roman letter for 50?	2.0	0.00

		<p>A1 : XXXXX</p> <p>A2 : XXXXL</p> <p>A3 : CX</p> <p>A4 : L</p>		
Trade Theory				
42	42	<p>When is ST loop employed in a word?</p> <p>A1 : Initially and medially</p> <p>A2 : Medially and finally</p> <p>A3 : Initially, medially and finally</p> <p>A4 : Initially and finally</p>	2.0	0.00
Trade Theory				
43	43	<p>Where we can find Rulers in MS Word?</p> <p>A1 : All sides of the document</p> <p>A2 : Top and bottom of the document</p> <p>A3 : Top and left side of the document</p> <p>A4 : Only left side of the document</p>	2.0	0.00
Trade Theory				
44	44	<p>What is the shortcut key for Bold letters?</p> <p>A1 : Shift + B</p> <p>A2 : Alt + B</p> <p>A3 : Tab + B</p> <p>A4 : Ctrl + B</p>	2.0	0.00
Trade Theory				
45	45	<p>What option has to be selected to save an existing document in a different name?</p> <p>A1 : Save command</p> <p>A2 : Save as option</p> <p>A3 : Both save and save As option</p> <p>A4 : Auto save</p>	2.0	0.00
Trade Theory				
46	46	<p>What is percentage of error admissible?</p> <p>A1 : 10%</p> <p>A2 : 2%</p> <p>A3 : 5%</p>	2.0	0.00

		A4 : 1%		
Trade Theory				
47	47	Which menu permits insertion of tables, images, drawing objects and hyperlinks, headers and footers in MS Word?	2.0	0.00
		A1 : Home		
		A2 : Insert		
		A3 : Page Layout		
		A4 : References		
Trade Theory				
48	48	Which is correct?	2.0	0.00
		A1 : ST loop represents ST sound only		
		A2 : ST loop is about 2/3rd the length of a stroke		
		A3 : STR loop cannot be employed finally		
		A4 : ST loop cannot be employed if a vowel occurs between S and T		
Trade Theory				
49	49	What is net speed of passage of 300 words error committed is 15 for a 10minutes passage?	2.0	0.00
		A1 : 28 WPM		
		A2 : 27 WPM		
		A3 : 30 WPM		
		A4 : 29 WPM		
Trade Theory				
50	50	What is procedure to represent the large circle "SW" in shorthand?	2.0	0.00
		A1 : Initially only		
		A2 : Finally only		
		A3 : Initially & finally		
		A4 : Using circle & W stroke		
Employability Skills				
51	51	Fill in the blank with correct word. "They _____ good friends"	2.0	0.00
		A1 : is		
		A2 : am		
		A3 : are		
		A4 : was		
Employability Skills				
52	52	Fill in the blank with present progressive tense of the verb. "The train _____ through the tunnel"	2.0	0.00


		<p>A1 : passed</p> <p>A2 : is passing</p> <p>A3 : had passed</p> <p>A4 : was passing</p>		
Employability Skills				
53	53	<p>Fill in the blank with proper interrogative adjective. _____ are you going?</p> <p>A1 : Who</p> <p>A2 : Where</p> <p>A3 : Which</p> <p>A4 : What</p>	2.0	0.00
Employability Skills				
54	54	<p>Fill in the blank with proper pronoun. "I made this cake _____"</p> <p>A1 : myself</p> <p>A2 : yourself</p> <p>A3 : himself</p> <p>A4 : itself</p>	2.0	0.00
Employability Skills				
55	55	<p>Fill in the blank with proper pronoun. "She made this cake _____"</p> <p>A1 : itself</p> <p>A2 : myself</p> <p>A3 : herself</p> <p>A4 : himself</p>	2.0	0.00
Employability Skills				
56	56	<p>Fill in the blank with proper reflexive pronoun. "She has hurt _____"</p> <p>A1 : myself</p> <p>A2 : herself</p> <p>A3 : himself</p> <p>A4 : itself</p>	2.0	0.00
Employability Skills				
57	57	<p>Fill in the blank with suitable adjective for the given sentence "The little girl's..... eyes revealed her mischief"</p> <p>A1 : chubby</p> <p>A2 : weak</p>	2.0	0.00

		A3 : short sighted		
		A4 : twinkling		
Employability Skills				
58	58	Fill in the blank with suitable place preposition. "My house is _____ the third floor"	2.0	0.00
		A1 : at		
		A2 : in		
		A3 : on		
		A4 : under		
Employability Skills				
59	59	Fill in the correct question word. " _____ is the speaker at the function?"	2.0	0.00
		A1 : What		
		A2 : When		
		A3 : Why		
		A4 : Who		
Employability Skills				
60	60	Low level language is also called _____.	2.0	0.00
		A1 : source code		
		A2 : middle ware		
		A3 : machine language		
		A4 : assembly language		
Employability Skills				
61	61	Pronunciation refers to _____.	2.0	0.00
		A1 : diphthong		
		A2 : consonant		
		A3 : punctuation		
		A4 : production of sound		
Employability Skills				
62	62	Re-arrange the following set of words into meaningful sentence. "teacher / school / worked / she / a / as".	2.0	0.00
		A1 : School worked as a she teacher		
		A2 : She worked as a school teacher		
		A3 : She teacher worked as a school		
		A4 : Worked she as a school teacher		
Employability Skills				

63	63	Rise and fall of pitch of voice is called _____.	2.0	0.00
		A1 : vowel		
		A2 : intonation		
		A3 : consonant		
		A4 : pronunciation		
Employability Skills				
64	64	The word that expresses a sudden and strong feeling is called _____.	2.0	0.00
		A1 : punctuation		
		A2 : interjection		
		A3 : conjunction		
		A4 : apostrophe		
Employability Skills				
65	65	When you greet higher official's such as Teacher, Instructor or Supervisor, you should use _____.	2.0	0.00
		A1 : Good morning		
		A2 : Hello		
		A3 : Hey		
		A4 : Hi		
Employability Skills				
66	66	Which is a silent letter in the word "ANSWER"?	2.0	0.00
		A1 : R		
		A2 : E		
		A3 : S		
		A4 : W		
Employability Skills				
67	67	Which one is a "Do's" of discussion etiquettes?	2.0	0.00
		A1 : Loose your temper		
		A2 : Listen to others		
		A3 : Talk about irrelevant details		
		A4 : Use impolite or rude language		
Employability Skills				
68	68	Which one is a "Don't" of discussion etiquette?	2.0	0.00
		A1 : Be open minded		
		A2 : Use moderate tone		

		<p>A3 : Listen to others</p> <p>A4 : Argue unnecessary</p>		
Employability Skills				
69	69	<p>Which one is a brain of computer?</p> <p>A1 : Keyboard</p> <p>A2 : CPU</p> <p>A3 : Monitor</p> <p>A4 : Hard disk</p>	2.0	0.00
Employability Skills				
70	70	<p>Which one is an exclamatory sentence?</p> <p>A1 : What a beautiful house it is!</p> <p>A2 : It is a beautiful house.</p> <p>A3 : Is it a beautiful house?</p> <p>A4 : Your house is beautiful.</p>	2.0	0.00
Employability Skills				
71	71	<p>Which one is in active voice?</p> <p>A1 : Ram has passed the exam.</p> <p>A2 : The ball was caught by him.</p> <p>A3 : The book was being read by her.</p> <p>A4 : We were driven home by dad.</p>	2.0	0.00
Employability Skills				
72	72	<p>Which one is in passive voice?</p> <p>A1 : Mohan is painting a house.</p> <p>A2 : She was reading a book.</p> <p>A3 : Her birthday was celebrated by us.</p> <p>A4 : I have seen that movie.</p>	2.0	0.00
Employability Skills				
73	73	<p>Which one is NOT a conjunction?</p> <p>A1 : And</p> <p>A2 : Or</p> <p>A3 : But</p> <p>A4 : On</p>	2.0	0.00

Employability Skills				
74	74	Which one is NOT a benefit of the role playing?	2.0	0.00
		A1 : Builds confidence		
		A2 : Develops listening skill		
		A3 : Develops creative problem-solving skill		
		A4 : Develops boredom		
Employability Skills				
75	75	Which one is NOT a vowel?	2.0	0.00
		A1 : a		
		A2 : e		
		A3 : f		
		A4 : i		



SAMPLE QUESTION PAPER SET 2

Stenographer Secretarial Assistant (English) - 1 Year - Set 2

S.No.	Correct Answer Key
1	A4
2	A3
3	A1
4	A1
5	A3
6	A3
7	A1
8	A4
9	A1
10	A3
11	A2
12	A2
13	A1
14	A2
15	A2
16	A4
17	A2
18	A1
19	A4
20	A2
21	A4
22	A2
23	A1
24	A2
25	A1
26	A1
27	A3
28	A1
29	A1
30	A3
31	A2
32	A1
33	A1
34	A2
35	A4
36	A1
37	A2
38	A3

S.No.	Correct Answer Key
39	A4
40	A2
41	A4
42	A3
43	A3
44	A4
45	A2
46	A3
47	A2
48	A4
49	A3
50	A1
51	A3
52	A2
53	A2
54	A1
55	A3
56	A2
57	A4
58	A3
59	A4
60	A3
61	A4
62	A2
63	A2
64	A2
65	A1
66	A4
67	A2
68	A4
69	A2
70	A1
71	A1
72	A3
73	A4
74	A4
75	A3

Note:

"In case answers found to be inaccurate due to typographical error or any other reason please sent mail to qbnimigrievance@gmail.com"