

# Stenographer and Secretarial Assistant– Semester 1 Module 1 - Fundamentals of shorthand and Computer hardware

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

**1** : What is a computer in simple term?

- A** : A calculating machine
  - B** : An electronic digital device
  - C** : An electronic typing machine
  - D** : An electronic hardware
- 

**2** : Who invented the first computer?

- A** : Thomas Alva Edison
  - B** : Bill Gate
  - C** : Charles Babbage
  - D** : Microsoft
- 

**3** : Who created first programmable computer?

- A** : Charles Babbage
  - B** : German Konrad Zuse
  - C** : Albert Einstein
  - D** : Benjamin Franklin
- 

**4** : How a personal computer(PC) is designed?

- A** : Can use many people at a time
  - B** : Can use only one person
  - C** : Only Government offices
  - D** : Only one person at a time
- 

**5** : What was the name given to the first computer?

- A** : Slide rule
  - B** : Difference engine
  - C** : ENIAC
  - D** : Calculator
- 

**6** : Who is called father of modern computers?

- A** : John Napier
  - B** : Edmund Gunter
  - C** : Blaise Pascal
  - D** : Charles Babbage
- 

**7** : How difference engine provided its output?

- A** : Through printer
  - B** : Through scanner
  - C** : Through photocopier
  - D** : Through USB device
- 

**8** : Who introduced the personal computer (PC) for home and office use?

- A** : Microsoft
  - B** : Apple
  - C** : IBM
  - D** : Dell
- 

**9** : Which type of computers used in banks to store and retrieve core banking transactions?

- A** : Mobile phones
  - B** : Centralized server computers
  - C** : Tablet computers
  - D** : Micro-computers
- 

**10** : What are the physical components of a computer?

- A** : Monitor, Keyboard, MS word
  - B** : Mouse, Printer, keyboard
  - C** : Monitor, Motherboard, system software
  - D** : Keyboard, Mouse, MS office
- 

**11** : What is the name given to the physical components of a computer collectively?

- A** : Software
  - B** : Hardware
  - C** : Malware
  - D** : Junk ware
- 

**12** : Which component makes a computer to work through commands?

- A** : Software
  - B** : Hardware
  - C** : Malware
  - D** : Junk ware
- 

**13** : What is the common name of a group of component physically available and can be seen in a computer?

- A** : Software
  - B** : Malware
  - C** : Hardware
  - D** : Junk ware
- 

**14** : What category the Keyboard, mouse, scanner, stylus, light pen, etc are classified?

- A** : Input unit
  - B** : Central processing unit
  - C** : Output unit
  - D** : Processing unit
- 

**15** : What is the name of the unit which stores data in computer?

- A** : Program
  - B** : Software
  - C** : Hardware
  - D** : Memory
-

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**16** : Where the processing work of a computer takes place?

- A : Input unit
- B : Central Processing Unit (CPU)
- C : Output unit
- D : Inbuilt software

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**17** : Which one is the primary memory in computer?

- A : Hard disk
- B : Mother board
- C : Ram
- D : Rom

---

**18** : What is called secondary memory or storage in computer system?

- A : Central Processing Unit
- B : Hard Disk
- C : System software
- D : Application software

---

**19** : What is called a single user computer system having moderately powerful microprocessor?

- A : Workstation
- B : Personal Computer (PC)
- C : Mini computer
- D : Super computer

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**20** : What is the name of the monitor which can be used as an input device?

- A : CRT Monitor
- B : Touch screen monitor
- C : LCD Monitor
- D : LED monitor

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**21** : Which are some important output devices?

- A : Keyboard and cables
- B : Printer and Monitor
- C : Speaker and Mic
- D : Mouse and cables

---

**22** : What is the name of the computer hardware device?



- A : Laptop
- B : Photo album
- C : Scanner
- D : Touch screen

---

**23** : What is the primary unit to enter text to computer?

- A : Keyboard
- B : Mouse
- C : Mic
- D : Digital Camera

---

**24** : What is the name of this input device?



- A : A detachable Mic
- B : A detachable webcam
- C : A joy stick
- D : Lighting device

---

**25** : Which category the Monitor, printer, plotter, etc. classified?

- A : Input category
  - B : Central processing category
  - C : Output category
  - D : Control category
-

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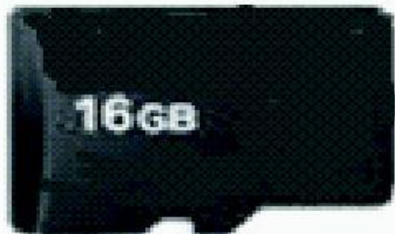
**26** : What is the name of a printer that work by banging a head or needle against an ink ribbon to make a mark on paper?

- A : Laser printer
- B : Inkjet printer
- C : Colour printer
- D : Impact Printer

**27** : Which type of monitors has less negative environmental impact when disposed?

- A : LCD Monitor
- B : LED Monitor
- C : CRT Monitor
- D : Touch screen

**28** : What is the name of the storage device?



- A : Sim card
- B : Data card
- C : Memory card
- D : USB flash drive

**29** : What is the storage capacity of a Floppy drive shown?



- A : 700 MB
- B : 4.7 GB
- C : 700 KB
- D : 1.44MB

**30** : What is the storage capacity of a DVD?

- A : 700 KB
- B : 700 MB
- C : 4.7 GB
- D : 2 - 512 GB

**31** : What is the name of this storage device?



- A : Memory card
- B : Magnetic tape
- C : Pen drive
- D : Floppy drive

**32** : What is called the brain of the computer?

- A : System software
- B : Application software
- C : Hard disk
- D : Central Processing Unit (CPU)

**33** : Which component holds temporary storage for data and programs that are accessed by CPU?

- A : RAM (Random Access Memory)
- B : ROM ( Read Only Memory)
- C : Hard Disk
- D : Mother board

**34** : What is the solution for enhanced system performance?

- A : Increase ROM
- B : Increase storage capacity of Hard disk
- C : Use more capacity RAM
- D : Add additional Mother board

**35** : How many bit make a Byte?

- A : 1024 KB
- B : 8 bit
- C : 1024 MB
- D : 1024 GB

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**36** : What is the name of the component contains slots for fixing/ connecting processor, main memory (RAM), hard disk, CD/DVD drive, etc.,?

- A : Mother board
- B : Bread board
- C : Key board
- D : Dash board

---

**37** : Which software act as a middle layer between hardware and user applications?

- A : Application software
- B : Database software
- C : System software
- D : Common utility program

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**38** : What is the name of the wireless mouse?

- A : Digital mouse
- B : Optical mouse
- C : Conventional mouse
- D : Advanced mouse

---

**39** : Which hardware component controls the cursor on screen?

- A : Keyboard
- B : Mouse
- C : Speed
- D : Function

---

**40** : Hard disk is measured by its?

- A : Weight
- B : Capacity to store data
- C : Cost
- D : Size

---

**41** : What are the different types of storage devices?

- A : Floppy Disk Drive, Hard Disk Drive and CPU
- B : D Memory Card, DVD/CD and Mother Board
- C : USB Flash Drive, Hard Disk Drive and Memory Card
- D : RAM, Video Tape and Floppy Disk Drive

---

**42** : What are the output devices for audio signals?

- A : Speaker and printer
- B : Headphones and mic
- C : Speaker and Monitor
- D : Speaker and headphones

**43** : Which category, the Dot matrix printer belongs?

- A : Monitor
- B : Scanner
- C : Non-impact type printer
- D : Impact type printer

---

**44** : Which category, Laser printer, ink jet printer, thermal printer , plotter belongs?

- A : Light copy
- B : All in one printer
- C : Non-impact type printer
- D : Impact type printer

---

**45** : What is the name of a Digital copy of a document stored in secondary storage device (like hard disk, floppy disk, CD, DVD, pen drive, SD card, etc.,)?

- A : Light copy
- B : Hard copy
- C : Soft copy
- D : Hot copy

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**46** : What is the name this cables?

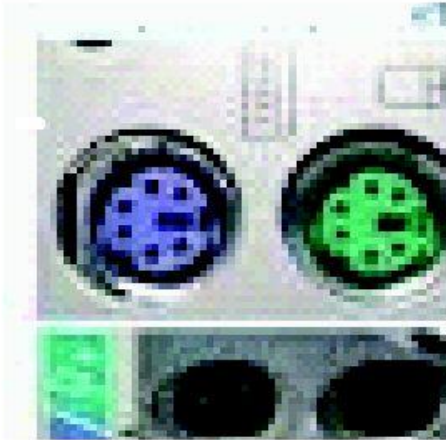


- A : USB connector
  - B : PS/2 cables
  - C : Network cables
  - D : VGA cables
-

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47 : What is the name this port?



- A : Network cable port
- B : PS/2 port
- C : USB cable port
- D : Interface cable port

48 : What is the name this cable?



- A : Power cable
- B : PS/2 cable
- C : USB cable
- D : Network cable

49 : What is the name of this cable?



- A : Speaker cable
- B : Printer cable

- C : CPU cable
- D : Ethernet cable

50 : Which pair of cables is shown in the picture?



- A : Male and female interface cable
- B : Male and female power cable
- C : Male and female USB cable
- D : PS/2 cables

51 : What is the name of this component?



- A : Switched mode power supply
- B : Systematic Modular Power Supply
- C : Supply mode power supply
- D : System made power supply

52 : What is the name of this device?

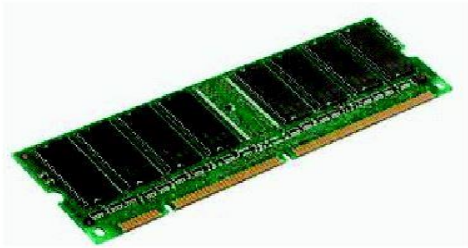


- A : CD Drive
- B : DVD Drive
- C : Hard disc
- D : Floppy drive

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**53** : What is the name of the component shown?



- A : ROM Chip
- B : Audio Chip
- C : RAM chip
- D : Storage chip

---

**54** : Which part of the computer serves as a single platform to connect all the parts of the Computer together?

- A : Mother Board
- B : Central Processing Unit (CPU)
- C : Cabinet
- D : Cables

---

**55** : What is the basis of Pitman's Shorthand?

- A : Alphabets
- B : Sounds
- C : Spelling
- D : Pronunciation

---

**56** : What is the most popular system of shorthand writing?

- A : Sloan Duployan System
- B : Pitman's Shorthand
- C : John Robert Gregg's System
- D : Morse Code

---

**57** : What are the skill requirements for clearing the Staff Selection Commission Examination?

- A : A speed of 80-100 wpm in shorthand and 40 wpm in typing
- B : A speed of 60 wpm in shorthand and 30 wpm in typing
- C : A speed of 40 wpm in both shorthand and typing
- D : A speed of 60 wpm in both shorthand and typing

---

**58** : Which is the highest position a stenographer can climb to?

- A : Private Secretary
- B : Principal Private Secretary

- C : Senior Private Secretary
- D : Personal Assistant

---

**59** : Which makes a stenographer very efficient?

- A : Good spoken English and proficiency in a local language
- B : Ability to write grammatically correct sentences
- C : Accuracy and speed in shorthand and typing and proficiency in English
- D : High speed in shorthand and typing

---

**60** : What are Explodents?

- A : Sounds produced when air escapes in a continuous stream
- B : Sounds produced when air is forced out suddenly
- C : Sounds produced when air escapes through nose
- D : Sounds produced by blending with other consonants

---

**61** : How is 'chay' written?

- A : Thin downstroke at 30o angle from the perpendicular
- B : Thick downstroke at 30o angle from the perpendicular
- C : Thin upstroke at 30o angle from the horizontal
- D : Thick upstroke at 30o angle from the horizontal

---

**62** : What should be the length of a stroke?

- A : Half of an inch
- B : 1/3rd of an inch
- C : 1/4th of an inch
- D : 1/6th of an inch

---

**63** : How many consonants (strokes) are there in Pitman's Shorthand?

- A : 28
  - B : 26
  - C : 24
  - D : 12
-

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**64** : How many consonant sounds are there in Pitman's Shorthand?

- A : 6
  - B : 12
  - C : 24
  - D : 26
- 

**65** : Which strokes are never written upward?

- A : Light strokes
  - B : Thick strokes
  - C : CH
  - D : Ar
- 

**66** : What is an intervening vowel?

- A : Vowel occurring before a stroke
  - B : Vowel occurring at the end of a stroke
  - C : Vowel occurring between any two strokes
  - D : Vowel occurring between two curved strokes
- 

**67** : How many are the vowels, according to Pitman's Shorthand?

- A : 26
  - B : 24
  - C : 12
  - D : 6
- 

**68** : Where is a third-place intervening written?

- A : Before the second stroke at the end
  - B : After the first stroke at the end
  - C : After the second stroke at the end
  - D : After the first stroke at the beginning
- 

**69** : Which is correct?

- A : The vowel determines the position of an outline
  - B : The first position is on the line
  - C : The second position is above the line
  - D : The third position is through the line
-

# Stenographer and Secretarial Assistant– Semester 1 Module 2 - Windows operating system and SH short forms

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**70** : What is windows in computer terms?

- A** : An application software
  - B** : A collection of programs known as an operating system (OS) that controls a PC (personal computer).
  - C** : Hardware
  - D** : Hardware and software
- 

**71** : What is MS DOS stands for?

- A** : MiniSoft Disk Operating System
  - B** : MicroSoft Disk Operating Standard
  - C** : MicroSoft Dirty Operating System
  - D** : MicroSoft Disk Operating System
- 

**72** : Which operating system has the largest number of installations for desk- top computers?

- A** : Windows
  - B** : Android
  - C** : Mac OS X
  - D** : UNIX
- 

**73** : Which is the most dominant operating system in mobile phones?

- A** : Windows mobile
  - B** : iOS
  - C** : Android
  - D** : Blackberry OS
- 

**74** : What is the name of the shortcuts visible on the Desktop?

- A** : Clipboard
  - B** : Desktop icons
  - C** : Download icons
  - D** : Document icons
- 

**75** : What is called the thin strip (usually placed at bottom) of Windows desktop, containing several important icons?

- A** : Menu bar
  - B** : Title bar
  - C** : Status bar
  - D** : Task bar
- 

**76** : What is called the special button at the left edge of task bar, used to open many programs?

- A** : Stop menu
  - B** : Popup menu
  - C** : Start button
  - D** : File menu
- 

**77** : Where can you find the list of running programs?

- A** : Start menu
  - B** : Quick launch icons,
  - C** : All programs
  - D** : Task bar
- 

**78** : Where can you find the page number of the currently running programs?

- A** : Menu bar
  - B** : Title bar
  - C** : Status bar
  - D** : Task bar
- 

**79** : Which one is the default folder for saving document files created by a user?

- A** : Desktop
  - B** : My Documents/ Documents
  - C** : Pictures
  - D** : Music
- 

**80** : Which is the default folder for image and drawing files related to a user?

- A** : Desktop
  - B** : My Documents/ Documents
  - C** : Pictures
  - D** : Music
- 

**81** : Which is the default folder to save content downloaded from the Internet?

- A** : Downloads
  - B** : My Documents/ Documents
  - C** : Pictures
  - D** : Music
- 

**82** : What is the shortcut for opening for Windows Explorer?

- A** : Windows+E
  - B** : Windows+R
  - C** : Windows+F
  - D** : Windows+L
- 

**83** : What is the shortcut to copy a file in Windows Explorer?

- A** : Ctrl+X
  - B** : Ctrl+C
  - C** : Ctrl+V
  - D** : Ctrl+A
-



# Stenographer and Secretarial Assistant– Semester 1 Module 2 - Windows operating system and SH short forms

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**84** : What is the shortcut for cut a file in Windows Explorer?

- A : Ctrl+X
  - B : Ctrl+C
  - C : Ctrl+V
  - D : Ctrl+A
- 

**85** : Which is the shortcut In Windows Explorer, to paste a file which has already been cut or copied?

- A : Ctrl+X
  - B : Ctrl+C
  - C : Ctrl+V
  - D : Ctrl+A
- 

**86** : What is the command to create Desktop shortcut for a file?

- A : Send To >Desktop
  - B : Send To >Drive name
  - C : Send To >Compressed/Zipped archive
  - D : Send To >Bluetooth Device
- 

**87** : What is to be done to write a file in an empty CD or DVD?

- A : Send To >Desktop
  - B : Send To >Drive name
  - C : Send To >Compressed/Zipped archive
  - D : Send To >Bluetooth Device
- 

**88** : What is GUI means?

- A : Guided Unit Interface
  - B : Graphical User Interface
  - C : Guaranteed Ultimate Information
  - D : Good User Interference
- 

**89** : What appears when you click 'Start' menu in windows?

- A : A popup menu appears
  - B : MS Word program starts
  - C : A blank note pad appears
  - D : Windows update starts
- 

**90** : When you type a wrong password, what message will appear on the screen?

- A : Password is incorrect
  - B : Username is incorrect
  - C : User name or password is incorrect
  - D : Try again
- 

**91** : Where to find the 'Deleted' items?

- A : In the Documents
  - B : In the recycled bin
  - C : In my computer
  - D : Not seen anywhere
- 

**92** : How to restore the deleted files?

- A : Restore from programme files
  - B : Restore from Documents
  - C : Restore from Recycled bin
  - D : Restore from deleted files
- 

**93** : What you see when you click on the office button/file menu?

- A : MS word programme appears
  - B : A dropdown menu appears
  - C : Whole programme appears
  - D : Task bar appears
- 

**94** : Where to find 'Save As' option in the computer?

- A : In the start button
  - B : In the Task bar
  - C : In the File menu/office button on the ribbon
  - D : In the Insert menu
- 

**95** : Where to find add a printer option?

- A : In start menu
  - B : In Device and Printers program
  - C : In Control Panel
  - D : In File tab of the menu bar
- 

**96** : Where to find current date and time?

- A : Start menu
  - B : Title bar
  - C : Right side of the task bar
  - D : In the Control panel
- 

**97** : What happens when you press Ctrl+A in text typing?

- A : Typed text disappears
  - B : Typed text becomes bold letters
  - C : Types text move to next page
  - D : Typed text get selected
-

# Stenographer and Secretarial Assistant– Semester 1 Module 2 - Windows operating system and SH short forms

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**98** : How to type special characters like @, #, &, (, ^, in the text?

- A** : Use caps lock and type the symbol
  - B** : Use Ctrl key and type the symbol
  - C** : Use Alt key and type the symbol
  - D** : Press and hold shift key and type the symbol
- 

**99** : What is called, in paint program, the white drawing area?

- A** : White board
  - B** : Drawing Board
  - C** : Canvas
  - D** : White screen
- 

**100** : How can we change date and time in windows?

- A** : From My computer
  - B** : From Default program
  - C** : Click open date and time icon from task bar
  - D** : From the start menu
- 

**101** : Where is Screen saver option is available?

- A** : Programme files
  - B** : Device and Printers
  - C** : View menu of the standard menu bar
  - D** : In the control panel
- 

**102** : Which one is the removable Disk from the list given?

- A** : Local Disc (C)
  - B** : Software
  - C** : Pen drive or Floppy disc
  - D** : Local Disc (F)
- 

**103** : What is the option to change the desktop background (wallpaper)?

- A** : Control panel→Program option
  - B** : Control panel→Display option
  - C** : Control panel→Personalization option
  - D** : Control panel →Ease of Access
- 

**104** : What is the shortcut key to move back to previous folder in Windows/File Explorer?

- A** : Alt+Enter
  - B** : Alt+Left Arrow
  - C** : Shift+Delete
  - D** : Shift+F10
- 

**105** : What is the shortcut key for display start menu?

- A** : Ctrl+Tab
  - B** : Ctrl+F4
  - C** : Ctrl+Esc
  - D** : Ctrl+Shift+Esc
- 

**106** : What is to be installed to run a peripheral unit like scanner, printer or webcam?

- A** : Connector
  - B** : Driver
  - C** : Conductor
  - D** : Resistor
- 

**107** : What is called, Memory which can be written only once?

- A** : RAM
  - B** : ROM
  - C** : EPROM
  - D** : EEPROM
- 

**108** : What message is displayed after inserting the Windows installation media (like CD, DVD or pen drive),

- A** : Press any key to boot from CD/ DVD
  - B** : Press Ctrl+Alt+Delete
  - C** : Press left button of mouse
  - D** : Press centre button of mouse
- 

**109** : What action takes place on completion of installation of Windows? The Computer starts?

- A** : Rebooting
  - B** : Keeps on processing
  - C** : Keeps on beeping
  - D** : Plays music
- 

**110** : Where the files deleted from the hard disk will be placed?

- A** : It will be deleted for ever
  - B** : It will be placed in the system itself
  - C** : It will be placed dust bin temporarily
  - D** : It will be placed in the recycled bin temporarily
-

# Stenographer and Secretarial Assistant– Semester 1 Module 2 - Windows operating system and SH short forms

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**111** : What happens when you delete an icon from the desk top?  
**A** : The icon along with the file associated with it disappears  
**B** : The icon moves to the hard disk  
**C** : The file associated with the icon get deleted  
**D** : The icon get deleted, but the file associated with it remains

---

**112** : Where to find Network and Internet?  
**A** : Programs  
**B** : System software  
**C** : Control panel  
**D** : Default programs

---

**113** : Which option has to be selected from the programme menu to connect a printer?  
**A** : My computer  
**B** : Control panel  
**C** : Device and printers  
**D** : My documents

---

**114** : Which software automatically corrects spelling and grammar?  
**A** : System software  
**B** : Word processing software  
**C** : Antivirus software  
**D** : Spell check

---

**115** : Which feature repeats the content of the document?  
**A** : Select all option  
**B** : Save option  
**C** : Save as option  
**D** : Copy paste option

---

**116** : What is Microsoft Office?  
**A** : System software alone  
**B** : Application and system software  
**C** : Accounting software  
**D** : Application software

---

**117** : What are the steps to shut down the computer safely?  
**A** : Disconnect power supply  
**B** : Switch off the CPU  
**C** : Close all programmes- click start – shutdown  
**D** : Switch off the monitor

---

**118** : Where to find user accounts?  
**A** : In the programme files  
**B** : In the control panel  
**C** : In the office button  
**D** : Windows explorer

---

**119** : Which is the most common form of permanent data storage?  
**A** : Hard Disc  
**B** : Mother board  
**C** : Compact disc  
**D** : Magnetic disc

---

**120** : Where is in desk top task bar notification area is found?  
**A** : Left edge  
**B** : Top edge  
**C** : Right edge  
**D** : Bottom edge

---

**121** : Which mouse action is used to move an object from one location to another?  
**A** : Left click  
**B** : Right click  
**C** : Double click  
**D** : Drag and drop

---

**122** : Which printer prints characters as combination of dots?  
**A** : Laser printer  
**B** : Ink-jet printer  
**C** : Bubble printer  
**D** : Dot matrix printer

---

**123** : Which icon in control panel is used to change the appearance of the screen?  
**A** : Ports  
**B** : Devices  
**C** : Display  
**D** : Appearance and personalisation

---

**124** : Which is the graphic development tool that comes with MS Windows operating system?  
**A** : MS Paint  
**B** : MS word  
**C** : MS Excel  
**D** : MS power point

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**125** : Which tool allows the user to create free hand lines in MS paint?

- A : Curve
- B : Brush
- C : Pencil
- D : Eraser

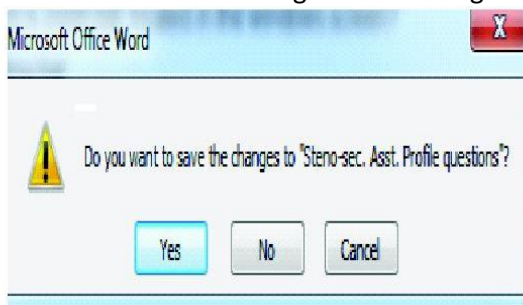
**126** : Where is zoom bar located in the windows screen?

- A : Minu bar
- B : Title bar
- C : Scroll bar
- D : Task bar

**127** : Which icon helps you to create user name and password in your system?

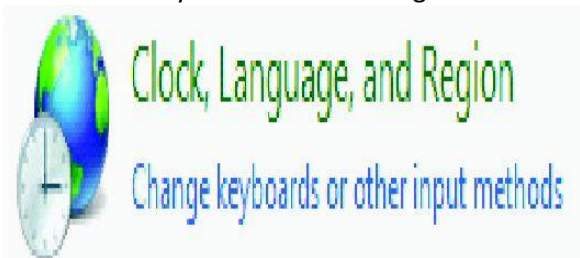
- A : User accounts and family safety
- B : System and security
- C : Hardware and sounds
- D : Programs

**128** : What is the meaning of this message?



- A : The document is not saved
- B : Changes in the document not saved
- C : Rename the document
- D : The document cannot be closed

**129** : Where you can see the image shown?



- A : Desk top
- B : Task bar
- C : Control panel
- D : Programs

**130** : Which is correct?

- A : Grammalogues are also known as word-letters
- B : Logograms are also known as Letter-words
- C : Logograms are single signs to represent frequently occurring words
- D : Logograms are represented only by strokes

**131** : What are the positions in which logograms can be written?

- A : First position
- B : Second position
- C : Third position
- D : In all positions

**132** : Which 1/3rd of a stroke represents 'and'?

- A : 1/3rd of Ray on the line
- B : 1/3rd of chay on the line
- C : 1/3rd of Ray above the line
- D : 1/3rd of chay on the line

**133** : What do you know of a contraction?

- A : Frequently occurring word represented by a single sign
- B : Frequently occurring word represented by more than one stroke
- C : Contractions are formed by omission of initial stroke
- D : Strokes cannot be joined to logograms to form contractions

**134** : How is tick 'the' written?

- A : As a light heavy upward tick joined to a preceding word
- B : 'on' and but' should slope a little when tick 'the' is joined
- C : As a heavy slanting downward tick joined to a preceding word
- D : Tick 'the can be used initially

**135** : What is a Triphone?

- A : Union of two syllables in one syllable
- B : Single Sign representing three vowels
- C : Union of diphthong and vowel in two syllables
- D : Union of three vowels in two syllables

## Stenographer and Secretarial Assistant– Semester 1 Module 2 - Windows operating system and SH short forms

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

**136** : How is abbreviated 'W' represented?

**A** : By a left semi circle before K, G, M, R

**B** : By a left semi circle at the beginning of all strokes

**C** : By a right semi circle at the beginning of K, G, M, R

**D** : By a left semi circle at the end of some strokes

---

**137** : Which are the strokes before which abbreviated 'W' is employed?

**A** : P, B, T, D, N

**B** : K, G, M, Ray, Ar

**C** : J, V, TH, S, Z

**D** : SH, ZH, F, L, CH

---

**138** : What is a Diphthong?

**A** : Union of two vowels in two syllables

**B** : Union of two vowels in one syllable

**C** : Two vowels occur side by side without uniting

**D** : Diphthongs signs are written thick

---

**139** : Which diphthong signs are written in the third place?

**A** : OI, OW

**B** : I, U

**C** : OW, U

**D** : I, OI

---

**140** : Which stroke joins with 'I' diphthong finally?

**A** : J

**B** : M

**C** : N

**D** : L

---

**141** : Which is correct with regard to employment of 'OW' diphthong?

**A** : OW' diphthong is joined initially to stroke 'L'

**B** : I' diphthong cannot be employed finally to stroke 'L'

**C** : U' diphthong should always be joined with the right motion

**D** : OI' diphthong cannot be joined to stroke 'L' initially

---

# Stenographer and Secretarial Assistant– Semester 1 Module 3 - Keyboard functions and Formation of words

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

**142** : Which is the longest key in the keyboard?

- A : Shift key
- B : Control key
- C : Backspace key
- D : Space bar

**143** : Which button removes a character to the left of cursor position?

- A : Space bar
- B : Enter
- C : Backspace
- D : Tab

**144** : What appears on the screen when we press Ctrl+P after entering a text?

- A : Entire page get deleted
- B : The text get selected
- C : The entire text moves down
- D : Print dialogue box appears

**145** : What is the shortcut keys for save option?

- A : Holding Ctrl + C
- B : Holding Ctrl + S
- C : Holding Ctrl + Alt + Shift key
- D : Holding Ctrl + A

**146** : What is Ctrl + end function?

- A : The cursor moves to the end of the document
- B : The cursor moves to the beginning of the typing line
- C : The cursor moves to the next page
- D : The cursor disappears

**147** : What happens when you press page down key?

- A : The cursor moves down to the next page
- B : Go to the end page of the document
- C : The cursor moves one line down
- D : The entire document go down

**148** : What is the name of the image you see?



- A : Calculator
- B : Billing machine
- C : Numeric key pad of keyboard
- D : Numbers of key board

**149** : Which key button stops or resumes the boot process?

- A : Caps lock
- B : Print screen
- C : Scroll lock
- D : Pause / Break

**150** : Which key toggles number pad ON or OFF?

- A : Num lock
- B : Caps lock
- C : Scroll lock
- D : Esc

**151** : Which keys that can move the cursor up, down, left or right?

- A : Enter key
- B : Shift key
- C : Arrow keys
- D : Function keys

**152** : What is the name of the series of keys named F1 ... F12 are called?

- A : Function keys
- B : Scroll keys
- C : Number keys
- D : Navigation keys

**153** : Which key button opens the start menu?

- A : Windows key
- B : Ctrl
- C : Alt
- D : F1

# Stenographer and Secretarial Assistant– Semester 1 Module 3 - Keyboard functions and Formation of words

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

**154** : Which key opens help function?

- A : Windows key
- B : Ctrl
- C : Alt
- D : F1

---

**155** : Which button of a mouse opens a context menu normally?

- A : Left
- B : Right
- C : Centre
- D : Bottom

---

**156** : Which button of a mouse act as a scroll button?

- A : Left
- B : Right
- C : Centre
- D : Bottom

---

**157** : Which key button ends current line of input?

- A : Space bar
- B : Enter
- C : Backspace
- D : Tab

---

**158** : Which button takes a screen shot and copies it to clipboard or saves it to a file?

- A : Caps lock
- B : Print screen
- C : Scroll lock
- D : Pause/break

---

**159** : Which key helps to moves out of current screen or terminates current operation.?

- A : Num lock
- B : Arrow
- C : Scroll lock
- D : Esc key

---

**160** : What happens if you press the delete key when your cursor is in the middle of a sentence?

- A : Complete sentence is deleted
- B : The text next to the cursor is get selected
- C : Left side of the text deleted
- D : The characters next right to the curser is deleted

**161** : What happens when you press the back space key in the middle of a text?

- A : Deletes one character or space to the left of the
- B : Entire text is moved backwards
- C : Blank space is created
- D : Cursor moves to the next paragraph

---

**162** : What happens when you press the enter key?

- A : The cursor moves to the end of the typing line
- B : The cursor moves to the next line of typing
- C : The cursor moves to the top of the page
- D : The cursor moves to the bottom of the page

---

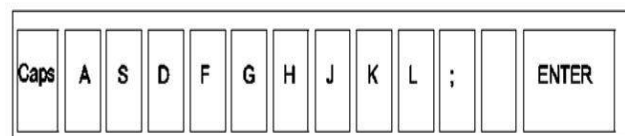
**163** : What is the name of this key button?



- A : Central key
- B : Character key
- C : Function key
- D : Control key

---

**164** : What is the name of the row of keys shown in computer terms?



- A : Central row of key board
- B : Middle row
- C : Home row
- D : Fingering row

---

**165** : When is tick 'H' employed?

- A : Medially in words
- B : Finally in phrases
- C : Before M, L, Ar
- D : Before K, G

## Stenographer and Secretarial Assistant– Semester 1 Module 3 - Keyboard functions and Formation of words

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

**166** : Which consonants have two forms?

- A : L and SH
- B : R and H
- C : F and V
- D : Th and TH

---

**167** : When is downward 'R' written?

- A : Initially when followed by a vowel
- B : Initially when preceded by a vowel
- C : Finally when followed by a vowel
- D : Medially after a straight stroke

---

**168** : When is upward 'R' written?

- A : Initially when followed by a vowel
- B : Initially when preceded by a vowel
- C : Finally when R is not followed by a vowel
- D : Initially before stroke M

---

**169** : What are the uses of tick 'H'?

- A : It can be employed in the middle of a word
- B : It can be employed in phrases
- C : It can be employed before stroke R (up)
- D : It can be employed initially when followed by K/G

---

**170** : Which option is correct?

- A : Dot H is employed in phrases
- B : Dot H is employed in words
- C : Tick H is not employed in phrases
- D : Tick H is employed in words

---

**171** : What is Phraseography?

- A : Writing two words together without lifting the pen
- B : Writing two or more words together without lifting the pen
- C : Writing two words together with vowels
- D : Writing two or more words with vowels

**172** : Which is true of a Phraseogram?

- A : Position of all the words change
- B : Position of the first word does not change
- C : Word following 'l' cannot be written above the line
- D : Word following 'with' cannot be written on the line

---

**173** : How will you change the verb 'took' in the Passive Voice?

- A : Is taken/are taken
- B : Am taken/are taken
- C : Are taken/were taken
- D : Was taken/were taken

---

**174** : Which sentence is in the present perfect continuous tense?

- A : He has read the book
- B : He has been reading the book
- C : He had been reading the book
- D : He will have been reading the book

---

**175** : What is the passive voice for "He has paid the money"?

- A : The money has been paid by him
- B : The money had been paid by him
- C : The money is being paid by him
- D : They money was being paid by him

---

**176** : Which tense in Passive Voice have 'being' before past participle?

- A : Simple Present Continuous Tense
  - B : Simple Past Continuous Tense
  - C : Simple Future Continuous Tense
  - D : Continuous Tenses of present, past and future
-



# Stenographer and Secretarial Assistant– Semester 1 Module 4 - File Creation and Substitution of Consonants - I

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

**177** : Where we can find rulers in MS Word?

- A : All sides of the document
- B : Top and bottom of the document
- C : Top and left side of the document
- D : Only left side of the document

**178** : What is the shortcut key for Bold letters?

- A : Shift + B
- B : Alt + B
- C : Tab + B
- D : Ctrl + B

**179** : What option has to be selected to save an existing document in a different name?

- A : Save command
- B : Save as option
- C : Both Save and Save As option
- D : Auto save

**180** : What is the sequence to open a saved document to add heading?

1. On the file menu, click open
2. The open dialogue box displayed
3. Double click the name of the file
4. Select the drive and folder on which the file is saved

- A : 1-2-3-4
- B : 1-3-2-4
- C : 1-3-4-2
- D : 1-2-4-3

**181** : What is the sequence to take a print out of the first paragraph of a document?

1. In the printer dialogue box , click selection
2. On the drop down file menu, click print
3. Select the first paragraph of the document
4. Click OK

- A : 2-3-4-1
- B : 3-1-4-2
- C : 3-4-2-1
- D : 3-2-1-4

**182** : What could be the reason while inserting some text in the middle of a paragraph, the existing content is deleted?

- A : The document is in the Insert mode
- B : The document is in the Delete mode
- C : The document is in the overtype mode
- D : The document is in the backspace mode

**183** : What is called for moving around the document?

- A : Editing
- B : Exploring
- C : Navigation
- D : Orientation

**184** : What is called align text to both the left and right margins?

- A : Align left and right
- B : Alignment
- C : Modify
- D : Justify

**185** : What is the full for WYSWYG In Graphical User Interface (GUI) based Programs?

- A : Whatever You See, Wherever You Get
- B : What You See, What You Get (a)
- C : Whichever You See, What You Get
- D : Wherever You See, What You Get

**186** : How In MS Word, grammatical errors are highlighted?

- A : Bold text
- B : Green underline
- C : Red underline
- D : Italic text

**187** : What is called the text or image which appears faintly in the background of a Page?

- A : Water mark
- B : Trade mark
- C : Copy right
- D : Embossing

**188** : Which menu permits insertion of tables, images, drawing objects and hyperlinks, headers and footers in MS Word?

- A : Home
- B : Insert
- C : Page Layout
- D : References

# Stenographer and Secretarial Assistant– Semester 1 Module 4 - File Creation and Substitution of Consonants - I

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

**189** : What is the shortcut key to cut the selected content in MS Word?

- A : Alt+H+FO
- B : Ctrl+X
- C : Ctrl+C
- D : Ctrl+V

**190** : What document it displays on opening MS Word (without clicking on a target document)?

- A : Previous
- B : Formatted
- C : Completed
- D : Blank / New

**191** : What is called when the width of paper is smaller and height of paper is large in orientation?

- A : Landscape
- B : Portrait
- C : Narrow
- D : Wide

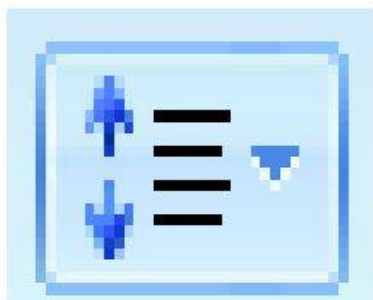
**192** : Which option is available to print multiple copies of a document(divide by set) in print dialog?

- A : Collate
- B : Scale
- C : Printer properties >Finishing->Print on both sides
- D : Properties >Paper/Quality

**193** : Which option may be used to print both sides of paper in print dialog?

- A : Collate
- B : Scale
- C : Printer properties
- D : Properties >Paper/Quality

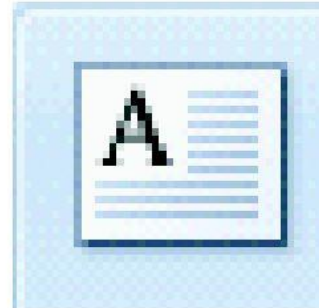
**194** : Name the dialogue box in the given picture?



- A : Font size
- B : Top and bottom margin

- C : Line spacing button
- D : Left and right margin

**195** : Which tab opens the text box in MS word program?



- A : Page layout menu
- B : Home menu
- C : Review menu
- D : Insert tab/menu

**196** : What is to be done to get a letter continuously in the document?

- A : Type the letter continuously
- B : Press and hold the key
- C : Type the letter and copy paste
- D : Type the key and hold right arrow key

**197** : What will be reason when you operate numerical pad no impression is visible on the monitor?

- A : Key pad is not operational
- B : Proper pressure not applied to the key button
- C : Number lock button is in off position
- D : Wrong fingering

**198** : What is the name of a paper copy of the document?

- A : Light copy
- B : Soft copy
- C : Hot copy
- D : Hard copy

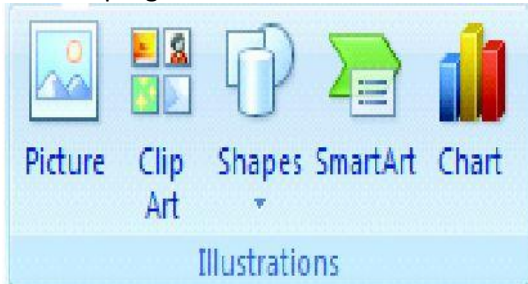
**199** : Where do we paste the print screen objects to crop the desired picture?

- A : MS Office tools
- B : MS Word
- C : MS Publisher
- D : MS Paint

# Stenographer and Secretarial Assistant– Semester 1 Module 4 - File Creation and Substitution of Consonants - I

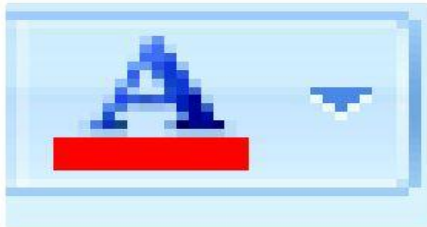
Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

**200** : Which tab in the menu bar open this tools in MS word program?



- A : View
- B : Home
- C : Insert
- D : Page layout

**201** : What is the purpose of the tool shown in the picture?



- A : Change case (upper, Lower)
- B : Change to uppercase
- C : Change Font colour
- D : Change page colour

**202** : How is 'Z' represented?

- A : Initial sound of Z is represented by circle S
- B : Initial sound of Z is represented by stroke Z
- C : Medial Z is represented by stroke
- D : Final Z followed by vowel is represented by circle

**203** : How do you represent the sound of S/Z?

- A : By a small circle initially
- B : By a small circle finally
- C : By a small circle medially
- D : By a small circle medially or finally

**204** : Which is correct?

- A : Circle S is written outside the curved strokes
- B : Circle S is written outside the angle between two straight strokes
- C : Circle S is written inside the angle between two straight strokes
- D : Circle S is written with the right motion to straight strokes

**205** : When is circle 'S' not employed initially?

- A : When S is followed by another S/Z
- B : When initial sound is Z
- C : When initial S is preceded by a vowel
- D : When a diphthong precedes S

**206** : How is stroke 'L' written before/after circle 'S' attached to a curve?

- A : Stroke L is written downward before circle S
- B : Stroke L is written upward before circle S
- C : Stroke L is written upward after circle S
- D : Stroke L is always written in the same motion as the circle

**207** : What do you know of SW circle?

- A : It is a small circle written with the left motion
- B : It is written with the right motion to straight strokes
- C : It is a large circle employed initially
- D : It can be employed initially and medially

**208** : Which sounds are represented by a large circle?

- A : A large medial circle represents S-S sound
- B : A large medial circle represents S-Z sound
- C : A large final circle represents S-S sound
- D : A large medial/final circle represents S-S or S-Z sound

**209** : When is ST loop employed in a word?

- A : Initially and medially
- B : Medially and finally
- C : Initially, medially and finally
- D : Initially and finally

**210** : Which is correct?

- A : ST loop represents ST sound only
- B : ST loop is about 2/3<sup>rd</sup> the length of a stroke
- C : STR loop cannot be employed finally
- D : ST loop cannot be employed if a vowel occurs between S and T

# Stenographer and Secretarial Assistant– Semester 1 Module 5 - Conversational English and Substitution of Consonants - II

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

**211** : How is R hook written to straight strokes?

- A : As a large hook
- B : With left motion
- C : Initially
- D : Finally

**212** : How is L hook written to strokes?

- A : As a large initial hook to straight strokes
- B : Written initially to straight strokes with right motion
- C : As a small initial hook to curved strokes
- D : As a small initial hook to straight strokes

**213** : When do you use the right curves of FI/VL?

- A : After straight down strokes
- B : After straight upstrokes
- C : After curved down strokes
- D : After horizontal stroke M

**214** : When do you use left forms of curved hooked strokes?

- A : When standing alone, if a vowel follows
- B : When standing alone, if a vowel precedes
- C : With strokes written towards the right
- D : With strokes written upward

**215** : How is an intervening third-place dot vowel represented?

- A : By a small disjointed circle after the stroke
- B : By a small disjointed circle before the stroke
- C : By a small disjointed circle before or after stroke
- D : By a dot after or before stroke

**216** : How will you represent intervening vowels between stroke and its initial hook?

- A : First place dash vowel is represented by small circle
- B : Third place dash vowel is represented by small circle
- C : Diphthong is represented by striking the small circle through
- D : Dot vowel is represented by striking the small circle through

**217** : Which option is correct?

- A : MP/MB is used when PR/BL immediately follows M
- B : MP/MB is not used when PR/BL immediately

follows M

- C : Initial hook cannot be attached to MP/MB
- D : Final hook cannot be attached to MP/MB

**218** : Which word meaning 'staff' is spelt correctly?

- A : Personal
- B : Personel
- C : Personnal
- D : Personnel

**219** : Which word is spelt correctly?

- A : Physition
- B : Physision
- C : Phycisian
- D : Physician

**220** : Which of the following expresses congratulations?

- A : Well done, keep it up!
- B : See you, bye!
- C : Hello, everybody
- D : Good night!

**221** : Which option expresses appreciation?

- A : My goodness!
- B : My god!
- C : Ouch!
- D : Wow!

**222** : What is the maximum percentage of errors allowed for speed calculation and awarding marks?

- A : 10%
- B : 5%
- C : 2%
- D : 0%

**223** : What is the percentage of error admissible?

- A : 10%
- B : 2%
- C : 5%
- D : 1%

# Stenographer and Secretarial Assistant– Semester 1 Module 5 - Conversational English and Substitution of Consonants - II

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

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**224** : What is the net speed of a passage of 300 words, error committed is 15 for a 10 minutes passage?(error admissible 5%)?

- A : 28 wpm
  - B : 27 wpm
  - C : 30 wpm
  - D : 29 wpm
- 

**225** : Which currency represents this symbol (£)?

- A : American dollar
  - B : Pound sterling
  - C : Singapore dollar
  - D : Chinese currency
- 

**226** : What is the roman letter for 50?

- A : XXXXX
  - B : XXXXL
  - C : CX
  - D : L
- 

**227** : Which key buttons are not included in counting of gross speed?

- A : Enter key
- B : Arrow keys

**C** : Number keys

**D** : Shift and backspace keys

---

# Stenographer and Secretarial Assistant– Semester 1 Module 6 - Speed calculation and Speed enhancing techniques

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

**228** : How is N hook written to straight strokes?

**A** : As a small final hook written with the right motion

**B** : As a large final hook written with the left motion

**C** : As a small final hook written with the left motion

**D** : As a large final hook written with the right motion

---

**229** : When are final hooks employed?

**A** : F/V hook is not written to stroke F/V

**B** : F/V hook is employed when a vowel follows F/V

**C** : N hook is not employed to strokes F/V

**D** : N hook is employed when a vowel follows N

---

**230** : How is circle NS written to strokes?

**A** : As a small initial circle to curved strokes

**B** : As a small circle written inside N hook of curves

**C** : As a small final circle written with the right motion to straight strokes

**D** : As a small final circle written inside N hook of straight strokes

---

**231** : Which is incorrect?

**A** : Shun hook is a small final hook

**B** : Circle S can be added to shun hook

**C** : Shun hook is a large final hook

**D** : Shun hook is written inside all curves

---

**232** : Which words is Halving Principle not employed?

**A** : Right, write, rot, wrote, writ

**B** : Rabbit, rapid, credit, debit

**C** : Paved, proved, greed, bread

**D** : Plate, thought, brayed , grade

---

**233** : When is halving principle not employed?

**A** : When diphthong immediately precedes T/D

**B** : When a diphone immediately precedes T/D

**C** : When a triphone immediately precedes T/D

**D** : When T/D is not followed by a final vowel

---

**234** : Which sentence is correct?

**A** : He went to a stationary shop to buy paper

**B** : The auto hit a stationery lorry

**C** : The sun is stationary unlike the planets

**D** : How can you purchase grocery items from a stationary shop?

---

**235** : Which sentence is correct?

**A** : I compliment your wife for the excellent meal

**B** : I complement you on your handling of this difficult situation

**C** : The music compliments her voice perfectly

**D** : The newspaper uses photos to compliment the news story

---

**236** : Which sentence uses the word 'principal'/'principle' correctly?

**A** : The country is run on socialist principals

**B** : It is difficult to put our principals into practice

**C** : The Government is upholding the principles of democracy

**D** : He is the principle of this great institution

---

**237** : Which sentence is correct?

**A** : Members are elected to Tiruverkadu town counsel every three years

**B** : Dr.Radha was elected to the State Legislative Council

**C** : His council on domestic relations is sound

**D** : Do not give council unless asked for

---

**238** : Which sentence is correct?

**A** : I sent a gift to my friend on the occasion of his marriage

**B** : The atmosphere is filled with the cent of roses

**C** : He obtained sent per sent marks in Mathematics

**D** : I received a box full of sent bottles

---

# Stenographer and Secretarial Assistant– Semester 1 Module 7 - Speed enhancing techniques and English

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

- 239** : When can a straight stroke be doubled?  
**A** : When it follows a stroke consonant  
**B** : When it precedes a stroke consonant  
**C** : When it has a final disjoined diphthong  
**D** : When it has no final hook
- 

- 240** : Which word cannot be written using doubling principle?  
**A** : Doubter  
**B** : Wonder  
**C** : Daughter  
**D** : Scooter
- 

- 241** : When do you double the stroke MP/MB?  
**A** : When it is hooked initially  
**B** : When it is hooked finally  
**C** : When it is not hooked  
**D** : It cannot be doubled at all
- 

- 242** : When is doubling principle not employed?  
**A** : When circle S occurs after -tr, -dr, etc.  
**B** : To represent the heavy sound of 'thr'  
**C** : When a vowel follows final -tr, -dr, etc.  
**D** : When a vowel does not follow final -tr, -dr, etc.
- 

- 243** : When is hooked form of MPR/MBR used?  
**A** : After a straight upstroke  
**B** : After a curved upstroke  
**C** : After any upstroke and K  
**D** : After stroke K
- 

- 244** : When is double-length form of NG-KR/NG-GR not used?  
**A** : After a downstroke  
**B** : Initially  
**C** : After initial circle S  
**D** : After an upstroke
- 

- 245** : Which word substitutes the group of words "One who loves his country"?  
**A** : Aristocrat  
**B** : Patriot  
**C** : Martyr  
**D** : Traitor
- 

- 246** : Which word substitutes the group of words "One who looks at the cheerful side of things"?  
**A** : Pessimist

- B** : Philanthropist  
**C** : Misogynist  
**D** : Optimist
- 

- 247** : Which word substitutes the group of words "A Government by the people"?  
**A** : Aristocracy  
**B** : Autocracy  
**C** : Consortium  
**D** : Democracy
-

# Stenographer and Secretarial Assistant– Semester 1 Module 8 - English vocabulary and Computer speed typing

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

**248** : Which word cannot be written using con-/com- dot?

- A : Committee
- B : Consul
- C : Compel
- D : Congratulate

---

**249** : How is prefix 'self-' represented?

- A : By a circle in the first place before a stroke
- B : By a circle in the first place after a stroke
- C : By a circle in the second place after a stroke
- D : By a circle in the second place before a stroke

---

**250** : Which word fully expresses the termination - arity?

- A : Popularity
- B : Barbarity
- C : Regularity
- D : Disparity

---

**251** : Which is correct with regard to suffix – ment?

- A : -nt is disjoined and written
- B : The contracted form of –mnt is –nt
- C : In the word 'refinement', -mnt is used
- D : -ment is written if –nt is inconvenient to write

---

**252** : Which word meaning is 'staff' if spelt correctly?

- A : Personal
- B : Personel
- C : Personnal
- D : Personnel

---

**253** : Which is the word with correct spelling?

- A : Suspicious
- B : Suspecious
- C : Suspitious
- D : Suspishus

---

**254** : Which word is spelt correctly?

- A : Physition
- B : Physician
- C : Phycisian
- D : Physision

---

**255** : Which of the following expresses congratulations?

- A : Hello, everybody

B : Good night

C : Very good

D : Well done, keep it up

---

**256** : Which expression should not be used for elders?

- A : Hello
- B : Hi
- C : Good morning
- D : Good night

---

**257** : Which expressions are used to make requests?

- A : I'd like to have...
- B : I'am crazy
- C : Would you mind...
- D : I'had rather have

---

**258** : Which option expresses appreciation?

- A : My goodness!
- B : My God
- C : Ouch!
- D : Wow!

---

**259** : What will be your negative response to "hello, may I help you"?

- A : Don't worry
- B : That is really very kind of you
- C : It'll be a pleasure if you help me
- D : Mm...I won't say no to it.

---

**260** : When asked for opinion, what would be your positive response?

- A : No comments please
- B : It's puzzling
- C : Yes, it is terrific
- D : I don't know what to say

---

**261** : When asked for permission, how would you respond positively?

- A : I'am afraid, you can't
  - B : Of course, you can
  - C : Not at all
  - D : Sorry, I'am going to need it.
-



# Stenographer and Secretarial Assistant– Semester 1 Module 9 - Letter writing and Note taking techniques

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

**262** : Which figures are represented in shorthand?

- A : Figures 1 to 7 and 9
- B : Figure 8
- C : Figure 23
- D : 75

---

**263** : When is medial 't' omitted?

- A : When medial 't' immediately follows circle S
- B : When medial 't' immediately precedes circle S
- C : When medial 't' immediately follows large circle
- D : When medial 't' immediately precedes large circle

---

**264** : How are general contractions formed?

- A : By medial omission of consonant
- B : By final omission of consonant
- C : By final omission of syllable
- D : By medial or final omission of consonant or syllable

---

**265** : How are vowels and position of contractions indicated?

- A : Contractions are generally written on the line
- B : Contractions are never written on the line
- C : Contractions are written through the line
- D : Contractions are written above the line

---

**266** : Why we should use essential vowels?

- A : Identity the word
- B : Identify stroke
- C : Identity the correct word
- D : To know the meaning of the word

---

**267** : Which is the most appropriate answer on how a letter should be typed?

- A : With accuracy and in proper format
- B : Leaving 10 degrees right margin
- C : Leaving equal top and bottom margins
- D : Without punctuation marks and capitalization

---

**268** : Which is correct with regard to personal letters?

- A : Salutation begins with 'Dear..'
- B : Complimentary close is 'Yours sincerely'/'Yours truly'

C : Date is written at the bottom of the letter

D : Contents of the letter should be to the point

---

**269** : Which subscription is correctly punctuated and capitalized?

- A : Your's faithfully,
- B : Yours Faithfully
- C : Yours Faithfully,
- D : Yours faithfully,

---

**270** : Which option is true of Demi-official letters?

- A : Salutation is 'Dear Mr.....'
  - B : Salutation is 'Dear Sir/Dear Madam'
  - C : Complimentary close is 'Yours truly'
  - D : Receiver's address is above salutation
-

# Stenographer and Secretarial Assistant– Semester 1 Module 10 - Note taking and Transcription

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

**271** : What is the advantage of unvocalized outlines?

- A : They help to write fast
- B : They always help to read correctly
- C : They need not be written in position
- D : They do not save time

**272** : Which is the correct method of practising Shorthand outlines?

- A : Practising at irregular intervals
- B : Practising three hours a day every week
- C : Practising two hours every alternate day
- D : Practising an hour a day

**273** : Which is correct?

- A : The pen should be held with light pressure
- B : The whole hand should be held tight on the little finger
- C : Sprawling outlines improve speed
- D : A few omissions are better than risking legibility of outlines

**274** : What is to be done if a wrong outline is written during speed writing?

- A : Erase the outline and rewrite it
- B : Leave the outline as it is
- C : Circle the outline and rewrite it
- D : Make a mark in the margin

**275** : Which are the three elements to be trained for speed writing?

- A : Note book, pencil and eraser
- B : Shorthand pen, lined paper and eraser
- C : Sitting posture, eyesight and hand
- D : Brain, hand and eyesight

**276** : Which is NOT required for transcription?

- A : Knowledge of local language
- B : Concentration
- C : Good typing speed
- D : Alertness

**277** : Which one is the great hindrance in speed writing?

- A : Silent atmosphere
- B : Proper ventilation
- C : Use of vowels
- D : Shorthand pencil

**278** : What is the first step to be done after transcription?

- A : Take a break
- B : Read it loudly
- C : Keep it in the concerned file
- D : Compare with notes to detect omissions

**279** : How should notes be taken?

- A : Notes are taken on both sides of the book
- B : Notes are not written till the end of the page
- C : Notes are written on one side of the book
- D : Notes are written on alternate lines

**280** : How and when should the leaf be turned over?

- A : It should be shifted by degrees and turned over at a convenient moment
- B : It should be shifted rapidly and turned over at a convenient moment
- C : It should be turned over after writing on the upper half
- D : It should be turned over after writing on the lower half

**281** : Which slows down your speed of note-taking?

- A : Using phraseograms
- B : Employing vocalized outlines
- C : Using contractions
- D : Employing unvocalized outlines

**282** : What should be done to gain speed in note-taking?

- A : All vowels should be inserted
- B : Unnecessary vowels should be omitted
- C : Strokes should be exaggerated in size
- D : Wrong outlines should be corrected at once

**283** : Which will come to your aid in note-taking?

- A : Spelling of words
- B : Grammar of language
- C : Vocabulary of words
- D : Spelling, grammar and meaning of words

# Stenographer and Secretarial Assistant– Semester 1 Module 10 - Note taking and Transcription

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.1

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## ANSWERS :

1:B; 2:C; 3:B; 4:D; 5:B; 6:D; 7:A; 8:C; 9:B; 10:B; 11:B;  
12:A; 13:C; 14:A; 15:D; 16:B; 17:C; 18:B; 19:B; 20:B;  
21:B; 22:C; 23:A; 24:B; 25:C; 26:D; 27:B; 28:C; 29:D;  
30:C; 31:C; 32:D; 33:A; 34:C; 35:B; 36:A; 37:C; 38:B;  
39:B; 40:B; 41:C; 42:D; 43:D; 44:C; 45:C; 46:D; 47:B;  
48:C; 49:D; 50:B; 51:A; 52:C; 53:C; 54:A; 55:B; 56:B;  
57:A; 58:C; 59:C; 60:B; 61:A; 62:D; 63:B; 64:C; 65:B;  
66:C; 67:C; 68:A; 69:A; 70:B; 71:D; 72:A; 73:C; 74:B;  
75:D; 76:C; 77:D; 78:D; 79:B; 80:C; 81:A; 82:A; 83:B;  
84:A; 85:C; 86:A; 87:B; 88:B; 89:A; 90:C; 91:B; 92:C;  
93:B; 94:C; 95:B; 96:C; 97:D; 98:D; 99:C; 100:C;  
101:D; 102:C; 103:C; 104:B; 105:C; 106:B; 107:B;  
108:A; 109:A; 110:D; 111:D; 112:C; 113:C; 114:B;  
115:D; 116:D; 117:C; 118:B; 119:A; 120:C; 121:D;  
122:D; 123:C; 124:A; 125:C; 126:D; 127:A; 128:B;  
129:C; 130:C; 131:D; 132:C; 133:B; 134:B; 135:B;  
136:C; 137:B; 138:B; 139:C; 140:C; 141:A; 142:D;  
143:C; 144:D; 145:B; 146:A; 147:A; 148:C; 149:D;  
150:A; 151:C; 152:A; 153:A; 154:D; 155:B; 156:C;  
157:B; 158:B; 159:D; 160:D; 161:A; 162:B; 163:D;  
164:C; 165:C; 166:B; 167:B; 168:A; 169:B; 170:B;  
171:B; 172:B; 173:D; 174:B; 175:A; 176:D; 177:C;  
178:D; 179:B; 180:D; 181:D; 182:C; 183:C; 184:D;  
185:B; 186:B; 187:A; 188:B; 189:B; 190:D; 191:B;  
192:A; 193:C; 194:C; 195:D; 196:B; 197:C; 198:D;  
199:D; 200:C; 201:C; 202:B; 203:D; 204:B; 205:A;  
206:D; 207:C; 208:D; 209:C; 210:D; 211:C; 212:D;  
213:B; 214:B; 215:C; 216:C; 217:B; 218:D; 219:D;  
220:A; 221:D; 222:B; 223:C; 224:C; 225:B; 226:D;  
227:D; 228:A; 229:A; 230:C; 231:A; 232:A; 233:C;  
234:C; 235:A; 236:C; 237:B; 238:A; 239:A; 240:C;  
241:C; 242:C; 243:C; 244:A; 245:B; 246:D; 247:D;  
248:B; 249:D; 250:D; 251:B; 252:D; 253:A; 254:B;  
255:D; 256:B; 257:C; 258:D; 259:A; 260:C; 261:B;  
262:A; 263:A; 264:D; 265:A; 266:C; 267:A; 268:A;  
269:D; 270:A; 271:A; 272:D; 273:D; 274:C; 275:D;  
276:A; 277:C; 278:D; 279:C; 280:A; 281:B; 282:B;  
283:D;