

Roll No.

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Candidates must write the Code on the title page of the answer-book.

- Please check that this question paper contains **3** printed pages.
- Code number given on the right hand side of the question paper should be written on the title page of the answer-book by the candidate.
- Please check that this question paper contains **18** questions.
- **Please write down the Serial Number of the question before attempting it.**
- 15 minute time has been allotted to read this question paper. The question paper will be distributed at 10.15 a.m. From 10.15 a.m. to 10.30 a.m., the students will read the question paper only and will not write any answer on the answer-book during this period.

SHORTHAND (ENGLISH)

(Theory)

Time allowed : 2 hours

Maximum Marks : 30

Instructions :

- (i) Answer **all** questions.
- (ii) Answers should be in *English only*, otherwise the answers will be cancelled.
- (iii) Answers should be *specific, to the point, with examples and Shorthand outlines.*

SECTION A

1. How is N hook attached to straight strokes ? Give the outline of a Pen. 1
2. Give two outlines formed by the use of S circle for the prefix 'self'. 1
3. What is meant by intersection of strokes ? Give one example. 1
4. Differentiate between a logogram and a contraction. 1

5. How will you distinguish between the outlines for the following ? 1
- (i) Affect and Effect
- (ii) Proceed and Precede
6. How will the outlines for the following be distinguished ? 1
- (i) Animal and Anomaly
- (ii) Daughter and Auditor
7. Explain the meaning and purpose of grammalogues. 1
8. What is Phraseography ? 1
9. Explain the use of contractions in shorthand. 1
10. How will you write (i) Eighteen thousand, and (ii) Eighty million in shorthand ? 1

SECTION B

11. State the rules for halving of m and r strokes. 2
12. How are KW and GW represented in shorthand ? Give three examples. 2
13. Give four outlines illustrating the use of intersection. 2
14. How are figures and monetary units represented in shorthand ? Give three examples. 2
15. Give outlines for the following phrases : 2
- (i) What would happen
- (ii) Will be taken into account
- (iii) It would have been
- (iv) Coming to the conclusion
16. Give outlines for the following contractions : 2
- (i) Arbitration
- (ii) Amalgamation
- (iii) Anything
- (iv) Practicable

17. Distinguish between Prefixes and Suffixes giving two examples of each.

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OR

A dot can be used to represent both prefixes and suffixes. Make a list of four words having such prefixes and four words having such suffixes.

18. Give a list of eight shorthand outlines wherein initial H is represented by a short tick.

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OR

Give outlines for the following :

(i) August

(ii) Chhattisgarh

(iii) Delhi

(iv) Gujarat

(v) Haryana

(vi) Gandhi

(vii) Jharkhand

(viii) Wednesday