

Series SOS

Code No. **198**

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 minutes 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 script during this period.

SHORTHAND (ENGLISH)
(Theory)

Time allowed : 3 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.

PART I

Answer the following questions in about 25 words.

1. With which motion is N hook attached to straight strokes ? Give two examples. 1
2. Form two Simple Contractions formed by Grammalogue 'under'. 1

3. How will you write 5 hundred crores in Shorthand ? 1
4. What does the doubled stroke of NG indicate ? Give two examples. 1
5. Which word is expressed by st loop attached to N hooked Stroke G ? 1
6. What does the initial large hook on W indicate ? Give two examples. 1
7. Write the outline of 'Rekha' and explain how the sound 'kh' is represented in Shorthand. 1
8. Write two compound consonants formed by a horizontal curved stroke. 1
9. Write the outline of 'physician' and state the rule of application of 'shun' sound in such words. 1
10. Write the outline of 'selfishness' and identify the suffix or part word used in the word. 1

PART II

Answer the following questions in 25 to 50 words with examples.

11. What is meant by intersection of strokes ? How will you represent 'Government', 'Council' and 'Authority' in writing official phrases ? Give two examples of each. 2
12. What are proper nouns ? How will you write the following proper nouns in Shorthand : 2
 - (a) Gandhi
 - (b) Buddha
 - (c) Khandal
13. State the use of Essential vowels. Distinguish the outlines of 'Auditor' - 'daughter', 'motion' - 'emotion', and 'lot' - 'allot' by using essential vowels. 2
14. Define a Compound Consonant giving examples. Write the outlines of 'Roller' and 'poorer' and justify the reason why 'ler' and 'rer' are not compound consonants. 2

15. Illustrate the use of large final hook on straight strokes. 2
16. What are monetary units and round figures ? How will you write
(a) 3 hundred Dollars, (b) four thousand, (c) 5 hundred crores in
Shorthand ? 2

PART III

Answer the following questions in 100 to 150 words.

17. (i) What are special contractions ? How are these formed ? Write outlines of 2
- (a) perform
 - (b) practical
 - (c) university
- (ii) Illustrate the definition and use of Phrases. Write the outlines of 2
- (a) to deal with
 - (b) it cannot be
 - (c) come across

OR

Distinguish between a Simple and Special Contraction. Write outlines of the following contractions and classify these as Simple contraction or Special contraction : 4

- (a) disadvantage
 - (b) distinguish
 - (c) unprincipled
 - (d) unusual
 - (e) arbitration
18. Differentiate between a Prefix and a Suffix. State two examples of dot prefix and four examples of dot suffix, with their rules of application. 4