

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 student 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 not more than 25 words each :

1. For which consonants the MP and NG strokes are doubled ? 1
2. Identify two conditions in which a straight stroke is doubled for the addition of tr, dr. 1
3. Identify two cases in which half strokes are disjoined to represent a single word. 1
4. Differentiate between a Prefix and a Suffix by giving suitable examples. 1

5. Give two circumstances in which 'shun' hook is represented by a curl. 1
6. Which official phrases are formed by intersecting strokes of L and N ? Give examples. 1
7. How will you join 'st/sd' loop with a straight stroke hooked for N. Give examples. 1
8. How will you write phrases 'state of affairs' and 'as a result of' in Shorthand ? 1
9. What is a nasalized vowel ? How will you write 'Jhansi' by using nasalized vowel ? 1
10. How will you separate a first place long dot vowel from a R hooked stroke ? Give two examples. 1

## PART – II

Answer the following questions in **25 to 50** words each :

11. What are alternative forms of hooked curved strokes ? Give examples of each with rules of application. 2
12. Explain two situations in which the stroke of S is used finally giving two examples of each. 2
13. What are official or colloquial phrases ? Give outlines of (a) Vice-Chancellor (b) Medical Department (c) Essential requirements. 2
14. Define Special Contractions. Write the outlines of the following contractions (a) regular (b) destruction (c) legislative. 2
15. What is intersection of strokes ? How will you represent 'authority' and 'society' in official phrases ? Give two examples of each. 2
16. What is a Simple Contraction and how is it formed ? Give two examples of simple contractions. 2

### PART – III

Answer the following questions in **100 to 150** words each :

17. Define a prefix. How is it different from a suffix ? How will you represent a dot prefix and a dot suffix ? Give two examples of each with rules of application.

4

#### OR

Differentiate between a Prefix and a Suffix. State the rules of the use of the following prefixes and suffixes in Shorthand with two examples of each :

- (a) self
- (b) intro
- (c) ship
- (d) lessness
- (e) ir
- (f) un

18. (1) Explain the use of essential vowels. Distinguish the following words by using essential vowels :

2

- (a) cross-across
- (b) right-aright
- (c) mission-emission

- (2) How aspirated (voiced) sounds are written in Shorthand ? Write the outlines of the following words :

2

- (a) Mathura
- (b) Jhajhar
- (c) Ghonda
- (d) Khan
- (e) Thakur