

Roll No.

--	--	--	--	--	--	--

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-book 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. Form two Simple Contractions formed by Grammalogue 'under'. 1
2. Write the outline of 'run' and state with which motion N hook is attached with straight strokes. 1

3. How will you write ₹ 2 hundred crores ? 1
4. What does the doubled stroke of NG indicate ? Give two examples. 1
5. Write the outline of 'against' and state the rules of using '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 'Surekha' and explain how the sound of 'kh' is represented in Shorthand. 1
8. Write two compound consonants formed by a horizontal curved stroke M with rules of application. 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 'carelessness' and state the rules of application. 1

PART II

Answer the following questions in 25 to 50 words each :

11. What is meant by intersection of strokes ? How will you represent 'Bank', 'Government', and 'Authority' in writing official phrases ? Give two examples of each. 2
12. Define a proper noun. Write the outlines of the following proper nouns with their rules of application in Shorthand – (a) Khadi (b) Sudha (c) Chhattisgarh. 2
13. Write the outlines and state which essential vowel is used to distinguish between the 'light' – 'alight'; 'auditor' – 'daughter'; 'motion' – 'emotion', and 'lot' – 'allot'. 2
14. Define a Compound Consonant. Write the outlines of 'roller' and 'poorer' and explain why 'ler' and 'rer' are not compound consonants. 2
15. Illustrate the rules of application of the large final hook on straight strokes. 2

16. How are monetary units and round figures represented in shorthand ?
How will you write
- (a) 3 hundred Dollars,
 - (b) Rupees four thousand,
 - (c) 5 hundred crores in Shorthand.
- 2

PART III

Answer the following questions in 100 to 150 words each :

17. Distinguish between a Simple and Special Contraction. Write outlines of the following contractions and classify these as Simple contraction and Special contraction :
- (a) advantageous
 - (b) distinguished
 - (c) unprincipled
 - (d) respected
 - (e) unusual
 - (f) arbitration
 - (g) inefficient
- 4

OR

- (i) What are Special contractions ? How are these formed ? Write outlines of
- (a) perform
 - (b) practical
 - (c) university
- (ii) Give the definition and use of Phrases. Write the outlines of
- (a) to deal with
 - (b) it cannot be
 - (c) come across
- 2
18. Differentiate between a Prefix and a Suffix. State two rules of application of dot prefix and four rules of dot suffix, with examples in Shorthand.
- 4