

SET – 4

Series : SSO/1

Code No. 198/1

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 **20** 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 : 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.

PART I

Answer the following questions in not more than 10 words each :

1. Write the outlines of 'Sahi' and 'Sehore'. 1
2. How will you write 'Rajender' and 'Goswamy' in shorthand ? Give the outlines. 1
3. How will you separate long intervening vowels in R hooked strokes, in words 'Coorg' and 'Darkness' ? Give the outlines. 1
4. Write the outlines of 'surrender' and 'tender'. 1

5. Write the outlines of 'supreme' and 'describe'. 1
6. Give outlines of two contractions formed by the grammalogue 'under'. 1
7. How will you represent suffix 'ing' and 'ings' in the word 'meet' ? Give outlines to illustrate. 1
8. Which strokes do represent 'authority' and 'hundred' in writing official phrases and round figures ? Give examples. 1
9. What does a large circle represent in the beginning of a stroke ? Explain giving two examples. 1
10. Write 400 thousand and 500 million tonnes in Shorthand, explaining the rules for the representation of round figures. 1
11. How will you indicate the prefix 'com-con' in Shorthand ? Give examples. 1
12. For what purpose is a large loop used ? Give two examples of its use. 1

PART II

Answer the following questions in less than 50 words each :

13. How are suffixes 'ship' and 'ality' represented in Shorthand ? Give outlines of 'hardship', 'courtship', 'friendship', 'probability', 'possibility' and 'totality'. 2
14. Differentiate between a Contraction and a Grammalogue with two examples of each. 2
15. Define a Compound Consonant. Are 'ler' and 'rer' Compound Consonants according to your definition ? Give reason. 2
16. Give four phrases in which N hook is employed to represent phrases. 2
17. Explain the use of alternative forms of F, V, th, thee and write the outlines of 'affray', freedom, rifle, arrival, through, either. 2
18. Write outlines of 'Shelve', 'Shiela' and 'Social' illustrating the use of Sh stroke and L hook. 2

PART III

Answer the following questions in not more than 150 words each :

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19. Explain the rules relating to the use of essential vowels. Write outlines of the following pairs of words indicating the use of essential vowels –

‘far-afar’, ‘mission-emission’, ‘except-accept’, ‘daughter-auditor’, ‘cross-across’, ‘anomaly-animal’, ‘right-aright’, ‘motion-emotion’, ‘adopt-adapt’, ‘excess-access’.

OR

What is Intersection of Strokes and its use in Shorthand ? Which strokes are used to represent ‘Government’, ‘authority’, ‘society’, ‘General’ and ‘National’ ? Give examples with their outlines.

20. Explain the meaning of phraseography and write outlines of the following phrases – at the rate of, in lieu of, for the first time, I have been, it should have been, State Department, State Bank, carry on, it would have been, balance sheet, profit and loss, more and more.

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OR

Differentiate between prefix and suffix. State the rules for using Dot Prefix and Dot Suffix.
