

SET – 4

Series : SGN/C

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 **2** 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.

Part – I

Answer the following questions in not more than **25** words each.

1. Write the words which will be formed by (i) placing a 2nd place dot vowel on M stroke and (ii) placing a 1st place dash vowel on L stroke. **1**
2. Write the outlines of 'shipyard' and 'hardship' and identify the suffixes used. **1**
3. What do the strokes of 'th' and 's' represent in intersection ? Give outlines to illustrate. **1**
4. What are Contractions ? Give two examples. **1**
5. How are proper nouns represented in Shorthand ? Give one example. **1**
6. What do you mean by 'grammalogues' and 'logograms' ? **1**

7. Give shorthand outlines for 'I may not be' and 'I will not be'. 1
8. Write in shorthand one phrase each formed by using N and F hooks. 1
9. Give outlines for so much, too much, they were, I were. 1
10. Give outline for (i) in addition to (ii) Steel Corporation. 1

Part – II

Answer the following questions in not more than **50** words each.

11. Distinguish between Gramalogues and General Contractions using as examples the outlines of 'come', 'usual', 'outcome', 'selfish', 'unusual', 'selfishness'. 2
12. Write the outlines of 'rely', 'relied', 'relate', 'related' stating the rules followed for writing them. 2
13. What is the purpose of Intersection of strokes ? What do the Intersecting Strokes of 'T' and 'R' (downward) represent ? Give examples. 2
14. Write the outlines for the following round figures = 2
₹ 2000 crores, 600 pounds, 300 thousand dollars, 565 rupees.
15. Write the outlines of – objective, remarkable, expected, especially and divide them into the two categories of contractions. 2
16. Write the outlines of the following Special Contractions : 2
Organized, objection, respect, appointment, certificate, perform, yesterday, electricity

Part – III

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

17. Define a Suffix. Explain the use of dot and dash suffixes, giving two examples of each with their outlines. 4

OR

How is the sound of com – con – come – cum is represented initially and medially between the strokes ? Explain giving examples.

18. Distinguish between the following words by using them in your own sentences with their outlines : 4
 - (a) Elicit – illicit
 - (b) differ – defer

OR

Explain the rules for using Downward and Upward H.