

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 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 outlines of 'idea' and 'issue' and state the diphthongs/diaphone signs used to write these words. 1
2. Write the outlines of 'sittings' and 'buildings' stating the rule followed for writing these words. 1

3. Give the outlines for 'chancellor' and 'inquiry' using intersecting strokes. 1
4. Write the outlines of 'electric', 'perform', 'expenditure' and 'regular'. 1
5. Write the outlines of 'Lohia', 'Rohit', 'Gyan' and 'Pragya'. 1
6. Write the shorthand forms of 'already', 'altogether', 'becomes' and 'wherever'. 1
7. What is a Phraseogram ? Give the outlines for the phrases 'at the rate of' and 'instead of'. 1
8. What is a Contraction ? Give an example. 1
9. Which essential vowels will you use in writing the outlines for 'afar' and 'effaced' ? Give the outlines. 1
10. Write the outlines of the phrases 'ex officio' and 'in principle'. 1

PART II

Answer the following questions in not more than 50 words each :

11. Write the outlines of 'murder', 'alter', 'anger', and 'tender' with their past tenses using halving and doubling principles. 2
12. Explain the use of semi-circle (abbreviated) W. Give examples. 2
13. Define the meaning and purpose of 'Intersection of Strokes'. Which intersecting strokes will you use to write the following in shorthand ? 2
'Private Limited', 'Legal Requirements', 'Nationalized banks'
14. Write the outlines of 350 thousand crores; 500 thousand dollars; Rs. 95 lacs; and 200 thousand pounds. 2
15. Distinguish between a Contraction and a Grammalogue giving two examples of each. 2
16. Write the outlines of the following short-forms classifying them into simple and special contractions : 2
re-arranged, executive, defective, satisfactorily.

PART III

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

17. Write the outlines of the following words :

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- (a) doing, giving, buying, showing
- (b) eating, boring, paying, cheating
- (c) big, bigger, biggest
- (d) remembering, remarking, arranging

OR

Define a Suffix. What is the difference between a Prefix and a Suffix ?
Explain, giving examples.

18. Distinguish between the following pairs of words by using them in sentences with full outlines :

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- (a) ordinance – ordnance
- (b) eligible – illegible

OR

What are special contractions ? Explain, giving examples.