



1173



Total No. of Questions : 18

Total No. of Printed Pages : 2

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SHORTHAND Paper – I (English Version)

Time : 3 Hours

Max. Marks : 50

SECTION – A

(10×2=20)

- I. **Note :** (I) Answer **ALL** questions.
(II) **Each** question carries **TWO** marks.

- 1) Explain about Nasals.
- 2) What is a Triphone ?
- 3) Define consonant.
- 4) Define vowel. 
- 5) What is a Grammalogue ?
- 6) Explain about final Hooks N and F/V.
- 7) What is a Logogram ?
- 8) What is an abbreviated 'w' ?
- 9) Write the shorthand outlines for the following words :
 - (i) Put
 - (ii) To be 
- 10) Write the following phrases in shorthand :
 - (i) I am
 - (ii) I thank you.



SECTION – B

(5×6=30)

- II. Note : (I) Answer **ANY FIVE** questions in the following.
(II) **Each** question carries **SIX** marks.

- 1) What is a Diphthong ? How many Diphthongs are there in shorthand ?
- 2) Explain about "SHUN" hook. 
- 3) What is a vowel ? How many vowels are there ? Explain.
- 4) How the final hooks "N" and "F or V" are used ? Explain with examples.
- 5) Explain the types of consonants.
- 6) What is a phraseography ? Write the rules of phraseography.
- 7) When the stroke 'S' or 'Z' are used ? Write the rules. 
- 8) Explain the 'ST' and 'STR' loops. How they are used ?