

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 :**
- Answer *all* questions.
  - Answers should be in English only, otherwise the answers will be cancelled.
  - Answers should be specific, to the point, with examples and Shorthand outlines.

#### Section – A

- How is L hook attached to straight strokes ? Give the outline of Blue. 1
- Give two outlines illustrating the use of a dot for the prefix 'com'. 1
- How will you represent 'Party' by intersecting strokes in colloquial phrases ? Give two examples. 1
- What are contractions, give two examples. 1
- How will you distinguish between the outlines for (i) Adapt and Adopt, (ii) Differ and Defer ? 1

6. Distinguish between the outlines for (i) Motion and Emotion (ii) Apposite and Opposite. 1
7. Differentiate between a grammalogue and a logogram. 1
8. Give two qualities of a phraseogram. 1
9. Give a list of four grammalogue signs. 1
10. Give four examples of the use of N hook in phraseography. 1

### Section – B

11. Briefly explain the principle of halving the strokes. Give examples. 2
12. How are ‘mp’ and ‘mb’ represented in shorthand ? Give three examples. 2
13. For what purpose do we cut one stroke by another in same shorthand outlines ? Give three such outlines. 2
14. Write the following in shorthand : 2
  - (i) Three hundred
  - (ii) Four thousand
  - (iii) Five million
  - (iv) Five hundred million
15. Give outline for the following phrases : 2
  - (i) In view of the circumstances
  - (ii) Apart from the fact that the
  - (iii) I would like to know
  - (iv) In this connection
16. Give outlines for the following contractions : 2
  - (i) Investment
  - (ii) Incorporate
  - (iii) Certificate
  - (iv) Characteristic

**Section – C**

17. What is a suffix ? Give six outlines illustrating the use of a dot for suffixing. **4**

**OR**

Illustrate the use of ‘yard’, ‘ward’, ‘ship’ and ‘ly’ as suffixes by giving two words along with their shorthand outlines for each.

18. How are nasal consonants and vowels represented in shorthand ? Give examples. **4**

**OR**

Explain the rules governing the use of upward and downward R.

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