

8173 (Old)



Total No. of Questions-3

Total No. of Printed Pages-2

Regd. No.

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FUNDAMENTALS IN SHORTHAND AND TYPEWRITING

Paper I

(English Version)

Time : 3 Hours

Max. Marks : 50

SECTION A

10×2=20

Note :—(i) Answer ALL questions.

(ii) Each question carries TWO marks.

- I.**
1. What is a Grammalogue ?
 2. Define vowel.
 3. Define a consonant. How many are these ?
 4. What is Diphthong ?
 5. Write about abbreviated 'W'.
 6. What is meant by Phraseography ? Write its qualities.
 7. How is 'SW' circle employed ?
 8. How is 'Shun' hook written ?
 9. How are 'Fulness' and 'Lessness' used in Suffixes ?
 10. Write about 'STR' loop.

SECTION B

II. Write the outlines for the following words :

10×1=10

- (a) To
- (b) be
- (c) beyond
- (d) thank
- (e) because

- (f) This
(g) myself
(h) year
(i) dairy
(j) influenced.

III. Write the following passage in shorthand : 1×20=20

I-think I-can give-you a mile in six and beat you. I-have-had some talk with young Lord Robson several times in-the past week, and he says you-can-do five miles an hour. Those-who saw last autumn and know what you-can-do, all say the same thing. This is all I-know as to your form. But-we-shall-see for ourselves. I-think-you-will own I-am far beyond you in speed.