

1173 (New)



Total No. of Questions—18

Total No. of Printed Pages—2

Regd. No.

--	--	--	--	--	--	--	--	--	--

SHORTHAND

Paper I

(English Version)

Time : 3 Hours

Max. Marks : 50

SECTION-A

10×2=20

Note :— (i) Answer ALL the questions.

(ii) Each question carries TWO marks.

1. Define consonant.
2. Define vowel.
3. Define Abbreviated 'W'.
4. Define Triphone.
5. Define Phraseography.
6. How is ST loop written ?
7. Define Grammalogue.
8. Explain about Initial Hook 'R'.
9. Write the following in shorthand :
 - (i) Dear-sir
 - (ii) By-all-means.
10. Write the following words in shorthand :
 - (i) post
 - (ii) train.

SECTION-B

5×6=30

Note :— (i) Answer ANY FIVE questions in the following.

(ii) Each question carries SIX marks.

11. Define Diphthong. How many diphthongs are there in shorthand ? What are they ?

1173 (New)

(1)

P.T.O.

12. What is Phraseography ? What are the qualities of a best phraseogram ?
13. How are circles S and Z written ?
14. How is 'N' hook written ?
15. Explain about 'Shun' Hook.
16. Write about any *two* forms of 'H'.
17. Briefly explain the division of consonants.
18. How are ST and STR Loops written ?