

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. Define Vowel.
  2. Define Consonant.
  3. Define Diphthong.
  4. Define Triphone.
  5. Define Abbreviated 'W'.
  6. Define Phraseography.
  7. How is circle S&Z written for straight strokes and curved strokes ?
  8. How is 'SHUN' Hook written ?
  9. Define Aspirate.
  10. How are Fulness and Lessness written in Suffixes ?

**SECTION B**

**II.** Write outlines for the following words : 10×1=10

- (a) Put
- (b) Large
- (c) I-have-been
- (d) Last-year
- (e) Diary

(f) Exercise

(g) Best

(h) Masterpiece

(i) Leader

(j) Three.

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

Those-who think poorly of-themselves only induce those-who know them to think-the same. I speak for-myself because I-know myself. I-can say a deal on-this subject, and-I usually do-so. You ask why I-have stayed away so-long. The answer is business keeps me away. When would-you like me to-come ? The best of luck to-you and to-the rest of-the family. It-will-be nice to see them all, though I-saw most of-them a month or-two ago.