

**SET-4****Series %BAB%/C**Q.P. Code **349**

Roll No.

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Candidates must write the Q.P. Code on the title page of the answer-book.

- Please check that this question paper contains **4** printed pages.
- Q.P. Code 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 **25** questions.
- **Please write down the serial number of the question in the answer-book 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)**Time allowed : $1\frac{1}{2}$ hours

Maximum Marks : 30

General Instructions :

- Please read the instructions carefully.*
- This question paper is divided into **three** sections, viz., **Section A**, **Section B** and **Section C**.*



- (iii) **Section A** is of **5** marks and has **6** questions on **Employability Skills**.
- (a) Questions number **1** to **4** are **one** mark questions. Attempt any **three** questions.
- (b) Questions number **5** and **6** are **two** marks questions. Attempt any **one** question.
- (iv) **Section B** is of **17** marks and has **16** questions on **Subject Specific Skills**.
- (a) Questions number **7** to **13** are **one** mark questions. Attempt any **five** questions.
- (b) Questions number **14** to **18** are **two** marks questions. Attempt any **three** questions.
- (c) Questions number **19** to **22** are **three** marks questions. Attempt any **two** questions.
- (v) **Section C** is of **8** marks and has **3** Competency-Based Questions. Questions number **23** to **25** are **four** marks questions. Attempt any **two** questions.
- (vi) Do as per the instructions given in the respective sections.
- (vii) Marks allotted are mentioned against each section/question.

SECTION A
(Employability Skills) (3+2=5 marks)

Answer any **3** questions out of the given **4** questions. $3 \times 1 = 3$

1. “Entrepreneurial Competencies play a key role in the success of an entrepreneur.” In the light of this statement, mention any two Entrepreneurial Competencies which are important in achievement of entrepreneurial goals. 1
2. What do you understand by the term ‘interpersonal skills’? 1
3. List any two ways by which we can reduce the amount of waste generated. 1
4. Write any two advantages of green jobs. 1

Answer any **1** question out of the given **2** questions. $1 \times 2 = 2$

5. Briefly write about any four environmental barriers faced by entrepreneurs. 2
6. Explain the role of green jobs in water conservation. 2



SECTION B

(Subject Specific Skills)

(5+6+6=17 marks)

Answer any 5 questions out of the given 7 questions.

5×1=5

7. Mention any two advanced phrases which indicate the use of 'SHUN hook'. 1
8. Write any two examples of phrases formed by using Halving Principle. 1
9. How do you write the phrase "I hope you are satisfied" in Shorthand ? 1
10. The method of writing one stroke through another is called _____. 1
11. Which stroke is used to represent 'corporation' while using as an intersection ? 1
12. Which stroke is to be used to express 'department' when writing as an intersection ? 1
13. Name the intersecting stroke which should be used while indicating the word 'national' in a phrase. 1

Answer any 3 questions out of the given 5 questions.

3×2=6

14. Write any four phrases which support the use of F/V hook. 2
15. Small circle can be used to form phrases. Give any two outlines using small circle in phraseography. 2
16. How would you write the following phrases with the help of large circle ? 2
 - (a) in this subject
 - (b) as we can
 - (c) it is said
 - (d) as is
17. Mention the use of intersecting strokes 'upward R' and 'downward R'. 2
18. Write any two words which are formed when strokes 'T' and 'B' are used as an intersection. 2



Answer any 2 questions out of the given 4 questions.

2×3=6

19. Write with suitable examples, the formation of advanced phrases by using 'N' hook for the following words : 3
- (a) on
 - (b) been
 - (c) than
20. How is 'Large circle' used in phraseography ? 3
21. With the help of an example, mention the use of stroke 'K' as an intersection. 3
22. How do you express intersecting stroke while writing Shorthand outlines ? 3

SECTION C

(Competency-Based Questions)

(2×4=8 marks)

Answer any 2 questions out of the given 3 questions.

2×4=8

23. While taking dictation of minutes of meeting, Amit has used advanced phrases for many words. Write the Shorthand outline of the following phrases which has been used by Amit during his dictation : 4
- (a) we have received
 - (b) in fact
 - (c) as well as possible
 - (d) this month
 - (e) there must be
 - (f) worthwhile
 - (g) in this manner
 - (j) as much as possible
24. Rita has been using Doubling Principle while forming phrases. In this connection, write how she used Doubling Principle while forming phrases. Support your answer with suitable examples. 4
25. If used as an intersection, what words are represented by the following consonants ? 4
- (a) G
 - (b) B
 - (c) TH
 - (d) P