

# 1173 (New)



Total No. of Questions-18

Total No. of Printed Pages-2

Regd. No.

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**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 Vowel.
2. Define Consonant.
3. Explain about abbreviated 'W'.
4. What is 'Triphone' ?
5. Explain about initial Hooks R&L.
6. Explain about Loop 'ST'.
7. When is upward 'R' written ? Explain with examples.
8. Explain about final Hooks N&F/V.
9. Write shorthand outlines for the following words :
  - (i) put
  - (ii) shall.
10. Write the following phrases in shorthand :
  - (i) I-have
  - (ii) I-thank-you.

**SECTION-B**

5×6=30

- Note :—** (i) Answer ANY FIVE questions.  
(ii) Each question carries SIX marks.

11. Explain the division of Consonants.

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12. What is Phraseography ? What are they ? What are the good qualities of best phraseogram ?
13. Define Diphthong. How many Diphthongs are there in Shorthand ? What are they ?
14. Explain about 'SHUN' Hook.
15. Explain about the *two* forms of 'H'.
16. Explain about circle S&Z.
17. Explain 'ST' and 'STR' Loops.
18. Explain about N&F/V Hooks.