



Series Σ HEFG/C



Set-4

Q.P. Code **349**

Roll No.

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

SHORTHAND (ENGLISH)

(Theory)

Time allowed : 3 hours

Maximum Marks : 60

- Please check that this question paper contains **7** 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 **24** 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.

General Instructions :

- Please read the instructions carefully.*
- This question paper consists of **24** questions in **two** sections : **Section A** and **Section B**.*
- Section A has Objective Type Questions whereas Section B contains Subjective Type Questions.*
- Out of the given (6 + 18 =) 24 questions, the candidate has to answer (6 + 11 =) 17 questions in the allotted (maximum) time of 3 hours.***
- All questions of a particular section must be attempted in the correct order.*



(vi) **Section A : Objective Type Questions (30 marks) :**

- (a) This section has **6** questions.
- (b) There is no negative marking.
- (c) Do as per the instructions given.
- (d) Marks allotted are mentioned against each question/part.

(vii) **Section B : Subjective Type Questions (30 marks) :**

- (a) This section has **18** questions.
- (b) A candidate has to do **11** questions.
- (c) Do as per the instructions given.
- (d) Marks allotted are mentioned against each question/part.

SECTION A

(Objective Type Questions)

(30 marks)

1. Answer any **4** out of the given **6** questions on Employability Skills. $4 \times 1 = 4$

- (i) _____ is about understanding one's own needs, desires, habits, traits, behaviour and feelings.
- (ii) People who have difficulty in meeting others and worry too much about things, show the signs of _____.
- (iii) Write the full form of ICTS.
- (iv) Name two most popular types of Spreadsheets.
- (v) One of the most important quality for an entrepreneur is _____.
- (vi) A _____ employed person is someone who works for an individual or organisation and gets paid for the same.



2. Answer any **5** out of the given **7** questions.

$5 \times 1 = 5$

- (i) Write the meaning of the word 'Diphones'.
- (ii) Semi-circle of W and vowel is not used _____.
- (iii) In angular sign _____ the first is a dot vowel and the second is any other vowel.
- (iv) Write the outline of the word "Twenty".
- (v) Write two words in shorthand by using consonant 'L' in downward direction.
- (vi) Consonant 'SH' should be written on the _____ side of an initial attachment.
- (vii) Make the outline of a word "Dash".

3. Answer any **6** out of the given **7** questions.

$6 \times 1 = 6$

- (i) The sound of prefix _____ is represented by the double length of stroke N.
- (ii) Medial con or com may also be applied in Phraseography. (True/False)
- (iii) Small hook for 'In' is never used in _____ words.
- (iv) The (dot & dash) sign in grammalogue is called _____ and it may be used as prefixes or suffixes.
- (v) The words "ward" and "yard" are expressed by _____ and _____ respectively.
- (vi) How is the suffix "ment" represented in shorthand ?
- (vii) In the word "Friendship", which stroke is used to represent the suffix ?



4. Answer any **5** out of the given **6** questions.

$5 \times 1 = 5$

- (i) The term _____ is formed by omission of medial or final consonant or syllable.
- (ii) Make the outline of a word where P is omitted due to being very slightly sounded.
- (iii) Write an example of special contraction by employing logogram, initially or finally.
- (iv) Special contraction can be formed by employing first two/three strokes of the full outline. (Yes or No)
- (v) In figures, round numbers are represented by _____.
- (vi) Write the outline of the figure no. "19".

5. Answer any **5** out of the given **6** questions.

$5 \times 1 = 5$

- (i) By using large circle, form two words of advanced phrases.
- (ii) "Hundred Million" is represented in shorthand by the consonant _____.
- (iii) _____ are utilized in advanced phrases. (Figures/Abbreviations)
- (iv) In Advanced Phrases, the word "Association" is represented by _____.
- (v) For forming Advanced Phrases for the words "would and word", which consonant is used ?
- (vi) By using Doubling Principle, give two examples of Advanced Phrases.



6. Answer any **5** out of the given **6** questions.

$5 \times 1 = 5$

- (i) Shorthand writer can attain high speed in shorthand by using _____, _____, _____, _____.
- (ii) If the intersection is applied on the first consonant of the word, it is to be read _____.
- (iii) Intersection words _____, _____ and _____ are represented by the consonant “P & R hook”.
- (iv) Intersection words Require, Railway and Requirement are represented by _____.
- (v) “Authority” is written by employing _____ consonant in intersection.
- (vi) Downward “R” is used to represent the intersection words _____.

SECTION B

(Subjective Type Questions)

(30 marks)

Answer any 3 out of the given 5 questions on Employability Skills. Answer each question in 20 – 30 words.

$3 \times 2 = 6$

- 7.** What do you understand by positive attitude ? Give two ways to maintain it.
- 8.** What qualities should a person develop to manage oneself well ?
- 9.** Name the different types of charts in Excel.
- 10.** Write any two qualities of a successful entrepreneur.
- 11.** What is the difference between Entrepreneur and Entrepreneurship ?



Answer any 3 out of the given 5 questions in 20 – 30 words each.

3×2=6

- 12.** Define the Medial semi-circle.
- 13.** What do you understand by two angular signs ?
- 14.** Explain the rule of Prefix Self and Self-con or com.
- 15.** What do you understand by Grammalogues ?
- 16.** Write the outline of the following special contractions :
 - (a) Peculiar
 - (b) Perform
 - (c) Capable
 - (d) Government

Answer any 2 out of the given 3 questions in 30 – 50 words each.

2×3=6

- 17.** How should the stroke “SH” be written after D, initial attachments and between B & P ?
- 18.** How is the word “Logical” represented in case of suffix ?
- 19.** Write the outline of the following monetary units in shorthand :
 - (a) Rs
 - (b) Pounds
 - (c) Dollars



Answer any 3 out of the given 5 questions in 50 – 80 words each.

3×4=12

- 20.** State the difference between Diphones and Diphthongs.
- 21.** Explain the case where upward and downward form of L is used.
- 22.** How are the following prefixes represented in shorthand ?
 - (a) Initial com or con
 - (b) Accomo
 - (c) Trans
 - (d) Intro
- 23.** Define the use of Suffixes Ing, Ings, Ment and Ly in shorthand.
- 24.** Write any four rules of Advanced Phraseography.