




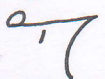







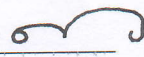
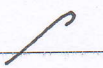



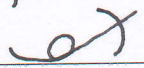







MARKING SCHEME
STENOGRAPHY (ENGLISH)
(608)
(THEORY)

Maximum Marks: 30

Q. No./ Question	Expected Answer/Value Points	Distribution of Marks	Unit No
1. Diphone Signs are placed on ----- places of a Consonant.	Three or at first, second and third	1	1
2. Prefix 'Self' is represented by a ----- circle to be written close to the following stroke in the second vowel place.	Disjoined	1	2
3. Contractions are generally written ----- the line.	On	1	3
4. Doubling Principle is used in forming Advanced Phrases for the words -----.	There, Their, Dear and Other	1	4
5. Stroke 'S' is employed to represent the word ----- in forming Intersections.	Society	1	5
6. Explain by giving suitable examples the rules for writing Consonant 'L' in downward direction.	- In the beginning Consonant 'L' is written in downward direction if it is preceded by a vowel and immediately followed by consonants 'K', 'G', 'M', 'N' & 'NG' e.g. Alike 	$\frac{1}{2} + \frac{1}{2} = 1$	1

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19.1.2019
(D.P. Bhutia)

	Allocation  Along  Alone  - Consonant 'L' is written in downward direction after 'SK' e.g. Skill  Skull 		
7. How is the Prefix 'Magna/Magni/Magne' represented in Shorthand?	Prefix 'Magna' / 'Magni' / 'Magne' is represented by disjoined Consonant 'M'. The outline will be written in the first place because the first sounded vowel in 'Magna', etc. is of first place. e.g. Magnetize  Magnify  Magnitude  Magnifier 	1	2
8. Define General Contractions.	Definition of General Contractions: A Contraction is a short form containing not less than two strokes, in which one or more of the consonants of the word are not represented.	1	3
9. Explain with examples the use of 'N Hook' in forming Advanced Phrases.	'N Hook' is used in forming Advanced Phrases for the words 'on', 'than', 'own', & 'been' e.g. Carried on 	1	4

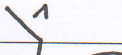
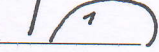
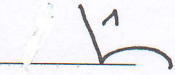
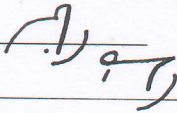
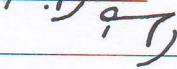

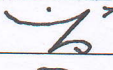

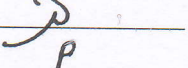
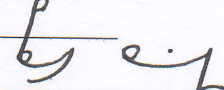
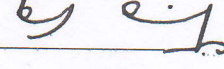

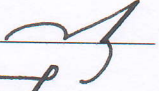
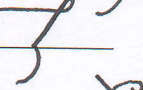
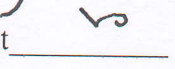
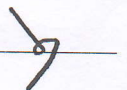
	<p>Smaller than <u></u></p> <p>Our own <u></u></p> <p>have been <u></u></p>		
<p>10. Which words are represented by Downward 'R' in forming Intersections? Explain by giving suitable examples in Shorthand.</p>	<p>Downward 'R' is employed to represent the words 'Arrange', 'Arranged' & 'Arrangement' in forming Intersections e.g.</p> <p>Who will arrange <u></u></p> <p>It will be arranged <u></u></p> <p>Necessary arrangement <u></u></p>	1	5
<p>11. Explain the use of Halving Principle in forming Advanced Phrases. Write suitable Shorthand examples.</p>	<p>Advanced Phrases are formed by using Halving Principle for the following words:</p> <p>-It - To - Would - Word -for 'T' in the word 'Time'</p> <p>Examples:</p> <p>If it <u></u></p> <p>If it is not <u></u></p> <p>Able to <u></u></p> <p>Able to make <u></u></p> <p>You may not <u></u></p> <p>You must not <u></u></p> <p>This would <u></u></p>	1	4

Arjun
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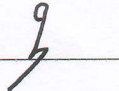






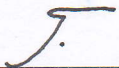
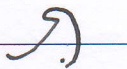


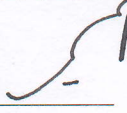
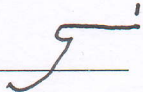
4/15

	This word <u></u> At all times <u></u> For some time <u></u>		
12. How are the following Suffixes represented in Shorthand? i. 'Logical-ly' ii. 'Would'/'Word'	The Words ' Logical & Logically ' are represented by a disjoined Consonant 'J' e.g. Psycholog <u></u> Psychologically <u></u> The words ' Would ' & ' Word ' are represented by Half-length Consonant 'W' e.g. This word <u></u> This would be <u></u>	$\frac{1}{2} + \frac{1}{2} = 1$	2
13. How many 'Diphones' are there in Pitman Shorthand and how are they represented?	There are two Diphones in Pitman Shorthand and they are represented as follows: 1. If the first sounded vowel in a word is a dot vowel and the second any other vowel (any one out of the remaining 11), the Diphone sign will be represented by an angular sign ' <u></u> ' and written at the position of the first vowel. e.g. Theory <u></u> Layer <u></u> Real <u></u> Laying <u></u>	$1\frac{1}{2} + 1\frac{1}{2} = 3$	1

Aradhita
19/11/2019


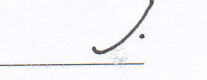
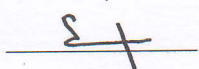
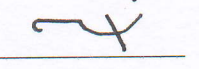


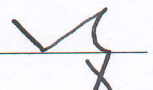
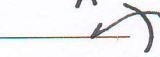
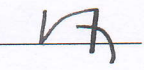
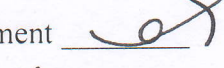


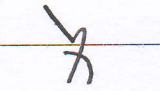
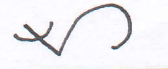
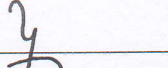
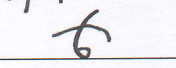
	<p>2. If the first sounded vowel in a word is a dash vowel and the second any other vowel (any one out of the remaining 11), the Diphone sign will be represented by an angular sign' <u>1</u> ' and written at the position of the first vowel e.g.</p> <p>Poet <u></u></p> <p>Lower <u></u></p> <p>Poem <u></u></p>		
14. Write any six Shorthand Outlines by using Suffixes 'Ship' and 'Ment'.	<p>Any six Shorthand outlines by using Suffixes out of the following:</p> <p>Leadership <u></u></p> <p>Scholarship <u></u></p> <p>Payment <u></u></p> <p>Enjoyment <u></u></p> <p>Agreement <u></u></p> <p>Friendship <u></u></p> <p>Citizenship <u></u></p> <p>Sentiment <u></u></p>	$6 \times \frac{1}{2} = 3$	2
15. Explain by giving suitable examples in Shorthand the omission of Consonant 'N' in forming General Contractions.	<p>Consonant 'N' may be omitted while forming General Contractions e.g.</p> <p>Danger <u></u></p> <p>Emergency <u></u></p> <p>Exigency <u></u></p> <p>Appointment <u></u></p> <p>Passenger <u></u></p>	$1 + 2 = 3$	3

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	Stranger <u></u>		
16. How are the Special Contractions formed by intersecting Consonants?	<p>Special Contractions are formed by intersecting Consonants e.g.</p> <p>Enlarge <u></u></p> <p>Denominational <u></u></p> <p>Notwithstanding <u></u></p> <p>Nevertheless <u></u></p> <p>Unprincipled <u></u></p> <p>Inconvenience <u></u></p>	1+2=3	3
17. How Consonant 'SH' is written before Consonants 'F', 'V', 'TH', 'KR', 'GR', 'KL', 'GL', 'FR', 'VR', 'MR' and 'L'? Give suitable examples in Shorthand.	<p>Consonant 'SH' should be written in upward direction before consonants 'F', 'V', 'TH', 'TH', 'KR', 'GR', 'KL', 'GL', 'FR', 'VR', 'MR' and 'L' e.g.</p> <p>Shaker <u></u></p> <p>Shiver <u></u></p> <p>Shimmer <u></u></p> <p>Shave <u></u></p> <p>Shoulder <u></u></p> <p>Sugar <u></u></p>	1+2=3	1

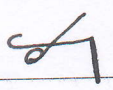

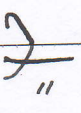
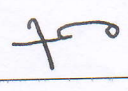



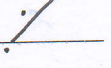

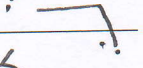
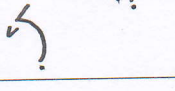


Atul
19/11/2019

7/15


	Sheath  Shell 		
18. Write any six words (Intersections) in Shorthand by intersecting Consonants 'P' and Downward 'R'.	Shorthand Outlines (Intersections) by intersecting Consonants 'P' & Downward 'R' are given below: Any six out of the following: Political Party  Garden Party   Parliamentary Party  Birthday party  Who will arrange  It will be arranged  Necessary arrangement  I shall arrange   Better arrangement 	$\frac{1}{2} \times 6 = 3$	5
19. Define Intersections. Write any four Intersections in Shorthand.	Definition of Intersection: The method of writing one stroke through another is called Intersection e.g. Any four out of the following: National Policy  Private Mark  This morning 	$1 + \frac{1}{2} \times 4 = 3$	5


Pratibha
19/11/2019

8/15


	Conservative Club  Conservative Government  British Government  Professor of Commerce 		
20. Describe in detail the rules of representing Suffixes and Terminations in Shorthand.	Suffixes and Terminations -'Ing.' Wherever consonant 'NG' is not convenient to write, then a light dot is used at the end of the stroke. This light dot will represent the sound of 'NG' e.g. Trying  Playing  Paying  Etching  Teaching  Keeping  Hiring  Sitting  -'INGS' will be indicated by a final dash to be written perpendicular to the stroke e.g. Meetings 	$2\frac{1}{2} + 2\frac{1}{2} = 5$	2

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Sittings 

Etchings 

-Ality, Ility, Arity, Ority, Elty and other similar Terminations are expressed by disjoining the stroke coming before the termination to the other remained stroke. Thus, the disjoining will indicate the Suffix after the disjoined stroke and it will not confuse with a medial 'Com.' e.g.

Formality 

Majority 


Minority 


Feasibility 

Possibility 


Hostility 

-'Ment.' is indicated by 'mnt' (Half-length M and N Hook) but whenever it is not convenient, then NT (half-length N) can be written to represent 'ment' e.g.


Refinement 

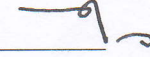
Pavement 

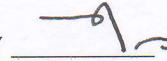
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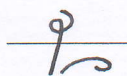
Announcement 

-Mental, Mentally and Mentality are represented by Stroke MNT (Half-length M and N Hook) disjoined e.g.

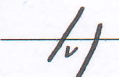
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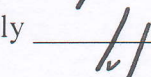
Experimentally 

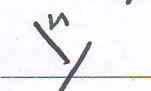
Experimentality 

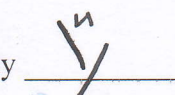
Instrumental 

-Logical-ly are represented by disjoined Consonant 'J' e.g.


Geological 

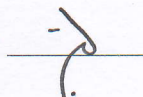
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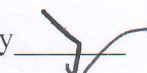
Biological 

Biologically 


-'LY' is represented by disjoined/joined Stroke 'L' e.g.

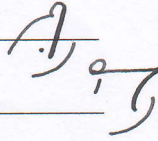
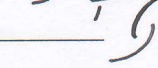

Friendly 

Openly 



Obediently 

-'Ship' is represented by joined or disjoined stroke 'SH' e.g.


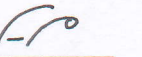
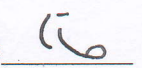
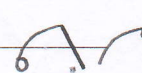
Relationship 

Leadership 
 Scholarship 
 Friendship 


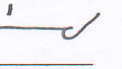
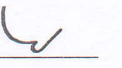

-Fullness is indicated by 'FS' (Consonant F and Circle S) e.g.

Carefulness 
 Usefulness 


-Lessness is represented by 'LS' (Consonant L and Circle S) e.g.

Hopelessness 
 Lawlessness 
 Thoughtfulness 
 Sleeplessness 

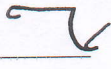



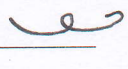
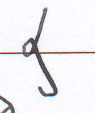
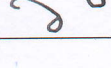




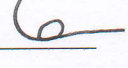
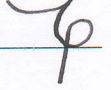
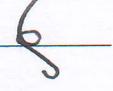
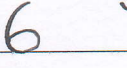
-'Ward', 'Wort', 'Wart' is represented by Half-length Consonant 'W' e.g.

Backward 
 Awkward 
 Forward 
 Stalwart 

-Yard is represented by half-length consonant 'Y' e.g.

Brickyard 

12/15

	Graveyard 		
21. How are the Advanced Phrases formed in Shorthand? Explain the rules by giving suitable Shorthand examples.	<p>Advanced Phrases are formed by using:</p> <p>- Small circles for the words 'as', 'has', 'is' & 'us' e.g.</p> <p>As it were </p> <p>As fast as </p> <p>As the matter </p> <p>In his opinion </p> <p>It has been </p> <p>From us </p> <p>- Large Circles for the words 'as we', 'as & w', 'as & s', 'is & s', 'his & s', 's & s', 's' & 'has', and 's & is' e.g.</p> <p>As we think </p> <p>As well as </p> <p>As soon as </p> <p>It is said </p> <p>For his sake </p> <p>In this city </p> <p>This has been </p> <p>This is </p>	$2\frac{1}{2} + 2\frac{1}{2} = 5$	4

Pranika
19/11/2019

- Loops for the words 'first' and 'next' e.g.

At first l

At first cost l

Wednesday next l

Monday first l

Saturday next l

- 'R' & 'L' Hooks for the miscellaneous words e.g.

In our view l

By all means l

It is only necessary l

In the early part l

They will only be l

It appears l

- 'N' & F/V Hooks' for the words 'on', 'than', 'own', 'been', and 'of', 'have', 'after' & 'even' e.g.

Carried on l

Smaller than l

Our own l

I have been l

Out of l

Those who have l

Armatia
19/11/2019

Monday afternoon mi

Tuesday evening ti

- 'Circle 'S' & Shun Hook' for the word
'Association' e.g.

Traders' Association ti

Political Association se

- Halving Principle for the words: 'It', 'Not',
'Would', 'Word', and for 'T' in the word
'time' e.g.

If it ti

If it is not ti

Able to ti

Able to make ti

You may not ti

You must not ti

This would ti

This word ti

At all times ti

For some time ti

-Doubling Principle for the words 'There',
'Their', 'Other' and 'Dear' e.g.

Some other ti

Some other way ti

Signature
19/11/2019

	<p>My dear Mother <u> </u></p> <p>My dear Sir <u> </u></p> <p>Upon their <u> </u></p> <p>- by omitting the Consonants/ Syllables e.g.</p> <p>In this manner <u> </u></p> <p>Next month <u> </u></p> <p>And the contrary <u> </u></p> <p>Cannot be considered <u> </u></p> <p>Must be <u> </u></p> <p>Into consideration <u> </u></p> <p>- by omitting the Logograms e.g.</p> <p>By the way <u> </u></p> <p>Regret to state <u> </u></p> <p>From first to last <u> </u></p> <p>Out of place <u> </u></p>		
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Appaia
19/11/2019