Roll No. ☐☐☐☐☐☐☐

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

- Please check that this question paper contains **3** printed pages.
- Code number 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 **20** questions.
- **Please write down the Serial Number of the question 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)
(Theory)

Time allowed : 2 hours   *Maximum Marks : 30*

Instructions :

(i)   *Answer **all** questions.*

(ii)   *Answers should be in English only, otherwise the answers will be cancelled.*

(iii) *Answers should be specific, to the point, with examples and Shorthand outlines.*

PART I

*Answer the following questions in not more than **10** words each :*

1. Write the outlines of 'high' and 'highest'.   *1*

2. How will you write 'Ramaswamy' and 'Narendra' in Shorthand ? Give the outlines.   *1*

3. What should be the size of the loop 'st' ?   *1*

4. Write the outlines of 'stop' and 'stopped'. *1*

5. Give outlines of two contractions formed by grammalogue 'under'. *1*

6. How will you write 'Health Department' and 'Reserve Bank' ? Give outlines. *1*

7. How will you write 3000 and 500 thousand in Shorthand ? Give the outlines. *1*

8. In which situation will you use a curl to represent 'shun' sound ? Give two examples. *1*

9. With which motion are F/V hooks attached to straight strokes ? Give two examples of each. *1*

10. Write the outline of 'lend' explaining the relevant principle of halving. *1*

11. Write the outline of 'lender' stating the relevant principle of doubling. *1*

12. Write the outlines of 'Rajasthan' and 'Nagaland'. *1*

PART II

*Answer the following questions in less than **50** words each :*

13. Define a Suffix. Write outlines of 'putting', 'thinking' and 'doing'. *2*

14. Explain the meaning and purpose of intersection of strokes. Give examples. *2*

15. How will you represent suffix : 'yard', 'ship', 'lessness' and 'hood' in Shorthand ? Give two examples of each. *2*

16. How will you write '600 million', '50 thousand crores', '500 rupees' and '13 million tonnes' in Shorthand ? *2*

17. State the two circumstances in which a stroke can be halved for the addition of T or D. Give examples. *2*

18. Explain the meaning and purpose of 'Phraseography'. Write the Shorthand outlines of the following phrases : *2*

    (i)   'it will not be'

    (ii) 'you should be'

    (iii) 'she will be'

    (iv) 'in these circumstances'

PART III

*Answer the following questions in not more than **150** words each :*

19. Differentiate between a Contraction and a Grammalogue. Give outlines for the following : *3*

    Representative, objective, undergoing, disadvantage, divisional, arbitrary, incorporation, defective.

OR

    Differentiate between prefix and suffix. State the rules of using Dot prefix and Dot suffix, with examples.

20. Write the outlines of 'afar', 'across', 'apposite', 'auditor', 'effect', 'aright' and write the pair of words with which these can be mistaken if essential vowel is not used. *3*

OR

    Write the outlines of 'de facto', 'sine die', 'verbatim', 'informed', 'introduction', 'irregular', 'to take place', 'to deal with', 'to bring about', 'come across', 'held up', 'let us see'.