

Series OSS

Code No. 198

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

Roll No.

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- 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 **18** questions.
- **Please write down the Serial Number of the question before attempting it.**
- 15 minutes 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 student will read the question paper only and will not write any answer on the answer script during this period.

STENOGRAPHY (ENGLISH)

(Theory)

Time allowed : 3 hours

Maximum Marks : 30

Instructions :

- Answer **all** questions.*
- Answers should be in **English only**, otherwise the Answers will be cancelled.*
- Answers should be **specific, to the point, with examples and Shorthand outlines.***

PART I

Answer the following questions in not more than 25 words each.

1. How will you represent 'wh' sound in L stroke ? Give two examples. *1*

2. Which consonant is added by halving a dark stroke standing alone ?
Give two examples. 1
3. In which case is the doubling principle not employed for the addition of tr/dr ? 1
4. What sounds does the medial circle S represent ? 1
5. What is the difference between a prefix and a suffix ? 1
6. With which motion is N hook attached to straight strokes ? Give two examples. 1
7. What does a small circle indicate when it is joined inside a large final hook ? Give two examples. 1
8. Is the STR loop employed initially ? 1
9. Which sound is represented by doubling the stroke of MP ? Give two examples. 1
10. How will you join a circle with 'n' hooked straight strokes ? Give two examples. 1

PART II

Answer the following questions in 25 to 50 words each.

11. How will you attach F hook to straight strokes ? In which case is F hook not employed ? Give two examples of each. 2
12. Write four contractions formed from Grammalogue 'under' with the rule of their formation. 2
13. How will you distinguish between the outlines of (a) 'auditor' and 'daughter' (b) 'mission' and 'emission' ? 2
14. Which downward strokes are thickened and halved for the addition of 'd' sound ? State the rules with examples. 2

15. What does a large initial circle represent on a curved stroke ? Give two examples. Also state, giving two examples, what the large final circle represents. 2
16. What is meant by 'intersection of strokes' ? How will you represent 'Authority' and 'Department' in writing Official phrases ? 2

PART III

Answer the following questions in 100 to 150 words each.

17. Define a Compound Consonant. Give two examples each of four Compound Consonants formed by horizontal strokes with rules of their application. 4

OR

Define a Special Contraction by giving the outlines of 'regular' and 'arbitration'. State its difference with a Simple Contraction by giving two examples of each.

18. What sounds are represented by a large final hook ? State the rules of its application with straight and curved strokes giving two examples of each. 4

OR

What is meant by a suffix ? State five rules of representing a dot suffix in Shorthand giving two examples of each.