

Roll No.

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

- 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 at the given place 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 candidates will read the question paper only and will not write any answer on the answer-book during this period.

SHORTHAND (ENGLISH)

(Theory)

Time allowed : 3 hours

Maximum Marks : 60

General Instructions :

- (i) Please read the instructions carefully.
- (ii) This question paper consists of **24** questions in **two** sections : **Section A** and **Section B**.
- (iii) Section A has Objective Type Questions whereas Section B contains Subjective Type Questions.
- (iv) **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.**
- (v) 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. **4×1=4**

- (i) What is a sentence ?
 - (A) A group of ideas that form a complete paragraph.
 - (B) A group of words that communicates a complete thought or meaning.
 - (C) A set of rules that we must follow to write correctly.
 - (D) A set of words that contains basic punctuation marks.
- (ii) Define the term “stress”.

- (iii) Cluster 'A' personality disorders are associated with individuals who are _____ in nature.
 (A) Suspicious (B) Emotional
 (C) Impulsive (D) Anxious
- (iv) ICT stands for :
 (A) Innovation and Coordination Team
 (B) Information and Communication Technology
 (C) Integrated and Clear Technology
 (D) Inspired and Creative Team
- (v) Which of the following is **not** a component of a spreadsheet ?
 (A) Cell (B) Worksheet
 (C) Workbook (D) Workarea
- (vi) Name the flagship initiative of the Government of India that is intended to build an ecosystem for the growth of start-up businesses.

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

5×1=5

- (i) A right-angular sign of a diphone represents the addition of any other vowel to the _____ vowels in all the three places.
 (dot/dash)
- (ii) 'Stroke L' is written _____ after 'SK, F, V or a straight upstroke'.
 (downward/upward)
- (iii) Suffix '-ings' is employed by a _____ dash and written in accordance with the same rules as that of dot 'ing'.
 (light/heavy)
- (iv) The termination 'ly' in the outline of 'friendly' is indicated by _____.
 (disjoined L stroke/joined L stroke)
- (v) The art of writing of two or more words together without lifting the pen or pencil is called _____.
 (phraseography/calligraphy)
- (vi) For which word is 'Stroke L' used in forming intersections ?
 (Labour/Limited)
- (vii) Stroke _____ is used to represent the words 'colonel' and 'corporation' in forming intersections.
 (KL/KR)

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

6×1=6

- (i) At the beginning, 'L Stroke' is written in downward direction if it is preceded by a vowel and is immediately followed by _____.
(Stroke K/Stroke P)
- (ii) Mention the joined or disjoined consonant by which the suffix '-ship' is represented.
(Stroke P/Stroke SH)
- (iii) By which disjoined initial is Consonant 'Magna or Magne or Magni' represented ?
(Consonant G/Consonant M)
- (iv) Phonographically, the term contraction means the _____ of certain consonants at the time of writing shorthand outlines.
(Omission/Addition)
- (v) 'N Hook' can be used for addition of number of words in phraseography. Give any two examples, with shorthand outlines, which indicate the use of 'N Hook' in forming advanced phrases.
- (vi) Half-length _____ is used for forming advanced phrases for 'word' and 'would'.
(Consonant D/Consonant W)
- (vii) The initial 'Trans-' is represented by omission of _____.
(N Stroke/T Stroke)

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

5×1=5

- (i) Differentiate the shorthand outlines of 'liberal' and 'liberally' including essential vowels.
- (ii) How would you express/add the suffix 'ward' in the word 'backward' ?
- (iii) Indicate the shorthand outline of 'I am content' using the 'medial con'.
- (iv) What do you understand by the term 'Intersection' ?
- (v) Write the advanced phrase 'I know there is' with the help of doubling principle.
- (vi) Express in shorthand the outline of 'four thousand'.

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

5×1=5

- (i) In which direction is 'Stroke L' written in the words 'column' and 'facility' ?
- (ii) Insert the essential vowels in 'area' and 'era' in order to avoid misreading of these words.
- (iii) Define the term 'Diphone'.
- (iv) Write an example of contraction which has been formed by adding a suffix.
- (v) How do you represent 'five million' in shorthand ?
- (vi) 'Stroke D' represents the word _____ in forming intersections.
(department/development)

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

5×1=5

- (i) How would you indicate the following figures in shorthand ?
 - (a) Three hundred thousand
 - (b) Six hundred pounds
- (ii) Write any two contractions formed by employing logograms initially or finally.
- (iii) How would you show the word 'association' while forming the phrase of 'Traders' Association' ?
- (iv) Indicate the following contractions in shorthand.
 - (a) Probable
 - (b) Inconsiderate
- (v) The word 'appointment' can be written to make a contraction by omitting _____ stroke. (P/N)
- (vi) 'Stroke N' represents the word _____ in forming intersections.
(National/International)

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. *3×2=6*

7. What do you understand by the term “communication” ?
8. Explain any four parameters of an individual’s personality related to the Big Five Factor Model.
9. What is data sorting in ICT ?
10. State any two environmental barriers to entrepreneurship.
11. Define the term “green jobs” according to the UNEP.

Answer any 3 out of the given 5 questions in 20 – 30 words each. *3×2=6*

12. Name the consonants which should be employed for the suffixes ‘-fulness’ and ‘-lessness’. Support your answer with the help of an example using each of the stated suffixes along with their shorthand outlines.
13. Mention the shorthand outlines of the following, using diphone signs :
 - (a) Poem
 - (b) Real
14. Write any four advanced phrases in shorthand formed by omitting consonants/syllables.
15. State any two contractions which have the same form in present tense and in past tense.
16. How are Diphthongs different from Diphones in shorthand ?

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

2×3=6

- 17.** Enumerate the uses of the upward form of the 'SH' Consonant.
- 18.** Explain the employing of 'Intersecting Strokes' and 'first two or three strokes of the full outline' to make special contractions.
- 19.** How would you make use of Prefix/Suffix for writing shorthand outlines of the following words ?
 - (a) Instruct
 - (b) Majority
 - (c) Sentimental

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

3×4=12

- 20.** Discuss the use of Medial Semi-circle in shorthand with suitable examples.
- 21.** Under what circumstances should the suffix 'Dot-ing' be written by a stenographer ? Mention any four.
- 22.** Explain the use of the following prefixes with relevant examples :
 - (a) Self
 - (b) Accom or Accommo
 - (c) Magna, Magne or Magni
 - (d) Intro
- 23.** Suneet is using not only the halving principle, but also the doubling principle in phraseography. Describe the use of halving and doubling principles in forming advanced phrases, by giving suitable examples.
- 24.** Distinguish the following words indicating essential vowels wherever necessary :
 - (a) latitude and altitude
 - (b) auditor and daughter
 - (c) affect and effect
 - (d) across and cross