

Series : RP3QS



SET ~ 4



Q.P. Code **349**

Roll No.

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

NOTE :

- (I) Please check that this question paper contains **7** printed pages.
- (II) 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.
- (III) Please check that this question paper contains **24** questions.
- (IV) **Please write down the Serial Number of the question in the answer-book at the given place before attempting it.**
- (V) 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. $4 \times 1 = 4$
- (i) Which of these sentences is capitalised correctly ?
- (A) I am Hungry
 - (B) Divya and sunil are reading
 - (C) The bucket is Full of water
 - (D) She lives in Delhi
- (ii) People with this personality disorder can be characterised by a pattern of excessive concern with orderliness ? Which personality disorder is this ?
- (A) Histrionic
 - (B) Narcissistic
 - (C) Schizoid
 - (D) Obsessive Compulsive
- (iii) State the meaning of Personality.



- (iv) Which menu option will you use to sort data ?
- (A) Tools (B) Data
- (C) Format (D) View
- (v) Write two qualities of a successful Entrepreneur.
- (vi) Rita's children fall sick very often. They have cold and cough every month. What should Rita do ?
- (A) Grow organic food in kitchen garden.
- (B) Use air purifiers with HEPA filters.
- (C) Keep them inside the house all the time.
- (D) Paint her house with Non-VOC paint.

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

5×1=5

- (i) Two vowel sounds coming simultaneously, but pronounced separately are known as Diphones, whereas _____ means two vowel sounds coming simultaneously and pronounced simultaneously. (Dipole/Diphthong)
- (ii) In shorthand dictations, we use essential vowel in the word _____. (alike/like)
- (iii) 'Logical' is represented by _____ 'consonant J' in forming suffixes. (joined/disjoined)
- (iv) Name the prefix which is represented by a small disjoined circle.
- (v) Write two contractions formed with the help of intersections.
- (vi) Enlist any two words, with shorthand outlines, which are represented by 'stroke K' in forming intersections.
- (vii) Which words are indicated by 'downward R' in forming intersections ? Mention with at least two shorthand outlines.



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

6×1=6

- (i) It is necessary to insert essential vowel in half-length stroke outlines standing alone. In view of this, distinguish outlines of 'fat, fate and fit', with essential vowels.
- (ii) How are the suffixes 'ality, ility, arity and elty' represented in shorthand ? Mention with at least two examples.
- (iii) "Sounds of medial Con, Com or Cog can be indicated with the help of prefix while writing shorthand outlines." In view of the statement, indicate the shorthand outline of 'recognize'.
- (iv) A _____ is a shorthand sign containing not less than two strokes. (Contraction/Grammatalogue)
- (v) How do you use final circle in Phraseography ? Elucidate with at least two examples.
- (vi) Write any two advanced phrases in shorthand formed by omitting logograms.
- (vii) Disjoined consonant 'M' is used to represent _____. (magna/mark)

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

5×1=5

- (i) The words 'monk' and 'monkey' have the same consonantal outlines. How will you distinguish these two words with the help of essential vowels ?
- (ii) Disjoined 'half-length stroke 'M' and 'N' hook' represents the suffix _____ in shorthand. (-mental/-meant)
- (iii) Name the consonant by which the initial 'Intro' is represented.
- (iv) Consonant _____ represents hundred while writing figures in shorthand. (N/D)
- (v) The advanced phrase 'as we think' is written using large initial _____. (circle/hook)
- (vi) When parallel strokes occur and it is not convenient to intersect one stroke with another, the following stroke is written _____ the first one. (close to/before)



5. Answer any 5 out of the given 6 questions

5×1=5

- (i) In writing the word 'location', we use _____ form of 'stroke L'.
(upward/downward)
- (ii) Diphthongs are expressed by _____ angular signs and a semi-circle whereas Diphones are expressed by only two angular signs. (three/four)
- (iii) Write the following using Diphone signs :
 - (A) radio
 - (B) poet
- (iv) Write an example of contraction which has been formed by addition of a prefix.
- (v) Two thousand in shorthand is written as _____.
- (vi) 'Stroke L' represents the word _____ in forming intersections. (limited/local)

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

5×1=5

- (i) How would you write the figure 'two crore' in shorthand ?
- (ii) Mention the following contractions in shorthand :
 - (A) altogether
 - (B) defective
- (iii) Half-length consonant _____ is used for forming advanced phrases for the words 'would and word'. (D/W)
- (iv) In forming advanced phrase 'My dear Madam', _____ principle is used. (Doubling/Halving)
- (v) Which word is expressed by intersecting 'Stroke S' in forming intersections ? Give any one example.
- (vi) Mention shorthand outlines of the following :
 - (A) Rupees six hundred
 - (B) Seven per cent



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. Name the elements of communication.
8. Write two ways to maintain positive attitude.
9. Write the names of the components in a spreadsheet.
10. How can a person build Perseverance ?
11. List four ways by which we can reduce the amount of waste generated.

Answer any 3 out of the given 5 questions in 20 – 30 words each. $3 \times 2 = 6$

12. With the help of at least two examples, mention the use of ‘in- before str, skr and upward H’ as a prefix.
13. Differentiate the shorthand outlines of ‘motion’ and ‘emotion’ with the help of an essential vowel.
14. Mention the various cases when it becomes essential to insert vowels at the time of taking shorthand notes.
15. Indicate the use of small circle in building phrases with the help of suitable shorthand outlines.
16. Write the following contractions in shorthand :
 - (a) emergency
 - (b) appointment



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

2×3=6

17. Differentiate between the use of Dot Vowel Diphones and Dash Vowel Diphones.
18. Explain the formation of contractions by :
 - (a) employing the first two or three strokes of the full outline.
 - (b) employing logograms initially or finally.
19. Indicate the use of suffix 'ing' in shorthand with the help of at least three relevant examples.

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

3×4=12

20. Discuss the use of 'Medial W' with shorthand examples.
21. How would you use the downward and upward forms of 'Stroke SH' ?
22. Explain the use of suffix in the following words :
 - (a) friendly
 - (b) stalwart
 - (c) friendship
 - (d) agreement
23. Enumerate with examples, the formation of phrases with the help of small initial and small final hooks.
24. Discuss with examples, the use of the following :
 - (a) Initial 'Trans'
 - (b) Prefix con, com, conn and comm

