Series SHC/1

Code No. कोड नं. 198/1

Roll No. रोल नं. | | | | | | | |

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

- Please check that this question paper contains **2** 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.**

STENOGRAPHY (English)

(Theory)

Time allowed : 3 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 25 words each :

1. Which consonant is added by halving a dark stroke standing alone ? 1

2. How will you represent 'wh' sound in L stroke ? 1

3. Write two compound consonants formed by horizontal curved strokes. 1

4. State the rule of representing 'shun' sound on a straight stroke ending with a circle. 1

5. Which suffix is represented by a dot after light down strokes ? 1

6. State the rule of joining N hook to straight strokes. 1

7. What does a small circle indicate when it is joined inside a large final hook ? 1

8. What is meant by the formation of a simple contraction? 1

9. Which sound is represented by doubling the stroke of MP? 1

10. State the rule of joining st or sd loop on straight strokes hooked for N. 1

Part II

Answer the following questions in not more than 50 words each :

11. State the rules of joining F hook to straight strokes. Also state in which case the F hook is not used ? 2

12. Give examples of four simple contractions formed from 'under'. 2

13. Distinguish between the outlines of 'auditor-daughter' and mission-emission. 2

14. State with examples which down strokes are thickened and halved for the addition of 'd'? 2

15. Which sounds are represented by a large circle initially and finally ? 2

16. State the purpose of 'intersection'. How will you represent 'requirement' and 'party' ? 2

Part III

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

17. What is a special contraction and how is it formed ? How will you represent 'regular' and 'arbitrary' in shorthand ? 4

Or

Define a compound consonant and state the formation of compound consonants formed by horizontal strokes.

18. What sounds are represented by a large final hook ? State the rules of using it with straight and curved strokes. 4

Or

Define a suffix. State three rules of representing dot suffix in shorthand giving suitable examples.