Roll No. | | | | | | | |

Series SHC **Code No. 198**

- 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. How will you join a circle with 'r' hooked straight strokes ? 1

2. In which circumstances is the stroke of L doubled for the addition of 'dr' ? 1

3. Which suffix is represented by half Y stroke ? 1

4. Which prefix is represented by a dot in the beginning of a word ? 1

5. Give two grammalogues formed by thickened and halved stroke of N. 1

6. Which sound is added by halving a light stroke standing alone ? 1

7. How will you represent suffix 'ing' and its plural form after light down strokes ? 1

8. How are figures represented in shorthand ? 1

9. Differentiate between a logogram and a special contraction. 1

10. What does a small loop represent finally ? 1

PART II

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

11. Explain the difference between L and R hooks in straight strokes. 2

12. Explain two conditions in which F stroke is used in place of the F hook. 2

13. Explain the rules of using large circle initially and finally. 2

14. Which essential vowels should be used in 'far' and 'motion' to distinguish them from 'afar' and 'emotion' ? 2

15. State two conditions when a light stroke can be halved for 'd'. 2

16. What is meant by Intersection of Strokes ? How will you represent 'party' and 'society' in phrases ? 2

PART III

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

17. What are alternative forms of hooked strokes and why are they used ? 4

OR

What are initial large hooks ? State their uses in Shorthand.

18. Differentiate between double consonants and doubling of consonants. State two conditions in which a light stroke can be doubled for the addition of 'tr' and 'dr'. 4

OR

Define a suffix. How will you represent 'mental, 'ward', and 'hood' in Shorthand ?