



नामांक

Roll No.

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No. of Questions – 3

No. of Printed Pages – 8

SS-33-SH. HD. (English)

SHORTHAND IN ENGLISH

Subject : English Stenography

SENIOR SECONDARY EXAMINATION, 2021

Time : 3¼ Hours

Maximum Marks : 40

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GENERAL INSTRUCTIONS TO THE EXAMINEES :

- (1) Candidates must write first his / her Roll No. on the question paper compulsorily.
- (2) The shorthand outlines may be written by pencil but the transcription should not be hand-written but it should be typed.
- (3) The shorthand note-book must be attached with the answer-book.
- (4) Only the following punctuations should be dictated :
 - (i) full stops
 - (ii) signs of interrogation
 - (iii) brackets
- (5) There should be an interval of *five* minutes after the dictation of each section. *Two and a three-fourth* hours will be allowed for transcription of the three sections of dictation (i.e. excluding the time for dictation and intervals).
- (6) All the three sections should be dictated at a speed of 60 (Sixty) words per minute and in one sitting.
- (7) 20% marks should be reserved for outline.

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[Turn over

SECTION - A
(Steno Speed 60 words per minute)

Short Hand - 02

Typing - 08

Total Marks - 10

AGRICULTURE & COOPERATION (AGRI. I) DEPT.

G.O. MS. No : / 124

Dated : 12-02-2021

1/4

ORDER

In the reference II read above /, the special Commissioner of Agriculture, A.P; Guntur has submitted proposal for / considering the inter-State transfer in respect of Sri A C P, Mandal // Agricultural officer, Raikal, Jagityal Dist., Telangana State, (presently working on / Inter-State deputation as Agricultural Officer, Palasamudram, Mandal, Chittoor Dist., / A.P.) from the State of Telangana to the state of A.P. on spouse ground / as his spouse Smt. J.R.P. is working as Mandal Agricultural Officer in Chittoor // Dist. (Zone IV).

1/2

3/4

1

1 1/4

1 1/2

1 3/4

2

In the letter III read above, the APC / & Principal Secretary to Govt., Agriculture & Co-operation Department, Telangana Secretariat, Hyderabad / was requested to give the consent of the Govt. of Telangana for the aforesaid

2 1/4

2 1/2

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inter/-state transfer on spouse grounds, for taking further necessary action in 2¾
the matter//. 3

The Special Commissioner of Agriculture, A.P., Guntur / the 3¼
Commissioner of Agriculture/, Government of Telangana, Hyderabad, shall
take further necessary action in the matter / accordingly. 3½

(By order and in the name of the Govt. of A.P.) 3¾

OFFICE COPY

B. RAMDEO

Special Chief Secretary to Govt.

Copy to PS To Hon'ble Minister.//

4

SECTION - B

(Steno Speed 60 words per minute)

Short Hand - 02

Typing - 08

Total Marks - 10

ANN JOHNSON
 HUMAN RESOURCES MANAGER
 UNIVESAL McCANN
 GLOBAL HEADQUARTERS
 SOMEWHERE NEW YORK, 10001

Dear / Mrs. Johnson

1/4

I am writing to express my interest in a summer internship with Universal
 / McCann. I have long admired UM's Commitment to blurring the lines 1/2
 between art and science / to offer better outcomes to clients. I have a great 3/4
 appreciation of the way // UM uses data and analytics to power the approach 1
 to planning, investment, and / custom content creation. I believe that my 1 1/4
 educational background and previous internship have equipped / me to 1 1/2
 contribute to such an environment.

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I am currently majoring in marketing at / Emperial University and will 1¾
 graduat at the end of the year. I believe that // an internship with your 2
 company with provide me with an excellent opportunity to learn and / offer 2¼
 me the exposure. I need to help me in my future career. / At the same time, I 2½
 can use what I have already learned to the / benefit of your clients. 2¾

In the course of my studies, I have acquired // an understanding of 3
 cutting – edge design trends and best practices, including mobile Application
 / Design and principles of User experience. Learned and applied skill, such as 3¼
 designing / software for different operating system and mobile devices. I 3½
 previously held another internship with / a local advertising agency in my 3¾
 hometown worked on several projects with clients. I // helped several local 4
 restaurants to modernize their websites, become mobile-friendly, and / offer a 4¼
 more user-friendly experience to customers. I also helped them to / establish 4½
 their presence on social media and review I believe I could contribute to your
 / team and look forward to hearing from you. 4¾

Sincerely,

Grant,

Meaker.//

5

SECTION - C

(Steno Speed 60 word per minute)

Short Hand - 02

Typing - 08

Total Marks - 10

THE PLACE FOR YOGA SADHANA

Sadhana should be done in a secluded place. There / should be no ¼
 interruption by anyone. When you live in a house, a / well-ventilated room ½
 should be reserved for Sadhana puposes. Do not allow anybody / to enter the ¾
 room. Keep it under lock and key. Do not allow//even your wife, children or 1
 intimate friends to enter the room. It should / be kept pure and holy. It should 1¼
 be free from mosquitoes, flies and / pice and absolutely free from dampness. 1½
 Do not keep too many things in the / room. They will distract you even now 1¾
 and then. No surrounding noise also// should disturb you. The room should 2
 not be too big as the eyes will / begin to wonder. 2¼

Place of cool or temperate climate are required for Yoga Abhyasa / as 2½
 you will get easily exhausted in hot place. You must select such a / place 2¾
 where you can comfortably stay all through the year in winter, summer and // 3
 rainy season. You must stick to one place throughout Sadhana period. Select a / 3¼
 beautiful and pleasant spot where there is no disturbance, on the banks of a / 3½
 river, lake or sea or top of hill where there is a nice spring / and grove of trees 3¾
 and where milk and articles of food are easily procurable. // You should select 4

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such a place where there are some other Yogic practitioners. When / you see 4¼
 others who are devoted to Yogic practices you will diligently apply yourself
 to / your practices. You can consult them in time of difficulties. Do not 4½
 wander / here and there in search of place where you will get all 4¾
 conveniences. Do// not change your place very often when you find some 5
 inconvenience. You must put / up with it. Every place has some advantage 5¼
 and disadvantage. Find out a / place when you have many advantages and few 5½
 disadvantages.

The following places are best / suited. They are admirably adapted. 5¾
 Scenery is charming and spiritual vibrations are marvellous and // elevating. 6
 There are serval Kutirs (huts) to live in for real Abhyasis, / or you can 6¼
 construct your own hut. Milk and other rations are available in / all the places 6½
 from the neighbouring village. Any solitary village on the banks of Ganga /, 6¾
 Narmada, Jamuna, Godavari, Krishna, and Kaveri is suitable places.// 7



DO NOT WRITE ANYTHING HERE

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