

Roll No.

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

- Please check that this question paper contains **3** 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 **21** questions.
- **Please write down the Serial Number of the question 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 students will read the question paper only and will not write any answer on the answer-book during this period.

SHORTHAND (ENGLISH)

(Theory)

Time allowed : 2 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.*

SECTION A

Answer **any 10** questions out of the following (Q 1 – 12). Each question carries one mark :

10×1=10

Fill in the blanks with suitable words in the following questions :

1. Consonant 'L' is written in _____ direction after 'SK'.
2. Prefix 'Intro' is represented by double-length consonant _____ .

3. 'Fullness' is represented by _____ in forming suffixes.
4. Consonant 'D' represents _____ in writing figures.
5. Halving Principle is used for forming Advanced Phrases for the words _____ .
6. Consonant _____ is employed to represent the words 'Mark', 'Major', 'Manager' and 'Morning'.

Answer the following question in not more than 25 words each :

7. In which direction is consonant 'SH' written after an Upstroke ?
8. Name the suffix which is represented by joined or disjoined consonant 'L'.
9. Can Grammalogues be used to form Contractions ? Give suitable examples.
10. Enlist the words which are represented by Small Circles in forming Advanced Phrases.
11. For which word is circle 'S' and 'Shun Hook' used in forming Advanced Phrases ?
12. Which words are represented by consonant 'CH' in writing intersections ?

*Attempt **any 5** questions out of the following (Q 13 – 19) in not more than 50 words each. Each question carries 3 marks : 5×3=15*

13. What are the rules of Medial Semi-Circle ? Explain by giving suitable Shorthand examples.
14. Explain the rules of writing consonant 'SH' in upward direction.
15. Write any six shorthand outlines by using the prefix 'self'.
16. Explain the rules of forming General Contractions by omitting the strokes. Give suitable examples in shorthand.
17. What are the rules of forming Special Contractions ? Explain by giving suitable examples in shorthand.

18. Write any six words (Intersections) in shorthand by intersecting consonants 'K' and 'KR'.
19. Write any six words (Intersections) in shorthand by intersecting consonants 'TH' and 'J'.

SECTION B

Attempt **any one** question out of the following (Q 20 – 21) in not more than 150 words. Each question carries 5 marks : 1×5=5

20. What are the rules of forming suffixes ? Explain in detail by giving suitable examples in shorthand.
21. Explain by giving suitable shorthand examples, the rules of forming Advanced Phrases by using/omitting :

Small Cicles

Halving Principle

'R' and 'L' Hooks

Consonants/Syllables

'ST' Loop