

**SET-4****Series &RQPS**Q.P. Code **349**

Roll No.

--	--	--	--	--	--	--	--

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

- Please check that this question paper contains **7** printed pages.
- Please check that this question paper contains **24** questions.
- 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.
- **Please write down the serial number of the question in the answer-book 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 : 3 hours**Maximum Marks : 60***General Instructions :**

- Please read the instructions carefully.*
- This question paper consists of **24** questions in **two** sections : **Section A** and **Section B**.*
- Section A has Objective Type Questions whereas Section B contains Subjective Type Questions.*
- 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.***
- 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) What do you mean by an Exclamatory Sentence ?
 - (ii) Which of the following is characterized by lack of self-confidence and an extra need to be looked after ?
 - (A) Narcissistic personality disorder
 - (B) Borderline personality disorder
 - (C) Dependent personality disorder
 - (D) Avoidant personality disorder
 - (iii) Which is the correct step to save a presentation ?
 - (A) File > Open > File Name > Open
 - (B) File > Save As > Type File Name > Save
 - (C) File > Close > Save > OK
 - (D) File > Template > Save as Template
 - (iv) Which is **not** an example of presentation software ?
 - (A) LibreOffice Impress
 - (B) Microsoft Office PowerPoint
 - (C) OpenOffice Impress
 - (D) Google Sheets



- (v) Amit knows very well what business he wants to do but does not know what steps he has to take to get it running. The barrier stopping him is :
- (A) building the right team
 - (B) lack of plan
 - (C) risk taking
 - (D) patience
- (vi) Which sector does **not** require green skills directly ?
- (A) Agriculture
 - (B) Transportation
 - (C) Water Conservation
 - (D) Marketing Consultancy

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

5×1=5

- (i) Stroke M represents _____ (money/million) while writing figures in shorthand.
- (ii) What do you understand by Diphones ?
- (iii) Write the shorthand outline of 'loyal'.
- (iv) Initial com-, con- is represented by a light dot. Where is the dot placed ?
- (v) The shorthand outline of 'column' is written as _____.
- (vi) How would you write the word 'biological' in shorthand using the suffix 'logical' ?
- (vii) What should be the direction of stroke L if it is preceded by a vowel and immediately followed by stroke K ?



3. Answer any **6** out of the given **7** questions. 6×1=6

- (i) Name the prefix which is represented by a small disjoined circle written immediately before the following stroke.
- (ii) Write the outline of 'Rupees Six Hundred' in shorthand using the relevant rules of representing monetary units.
- (iii) Suffix '-mental' is written as _____ (joined mnt/disjoined mnt).
- (iv) After a down curved stroke, in which direction should 'SH' be written ?
- (v) 'Disjoined Fs' indicate suffix _____ (fullness/fundamental).
- (vi) 'SH' should always be written in _____ (upward/downward) direction after an upstroke, down straight stroke without initial attachment and horizontal strokes.
- (vii) 'Medial com- and con-' are represented by writing the syllable or word by (joining/disjoining) the preceding syllable or word with the following syllable.

4. Answer any **5** out of the given **6** questions. 5×1=5

- (i) Differentiate the shorthand outlines of 'auditor' and 'daughter'.
- (ii) How do you indicate prefix 'Accommo' ?
- (iii) Write any two advanced phrases in shorthand formed with the help of shun hook.
- (iv) What essential point is kept in mind while forming special contractions ?
- (v) Write the following in shorthand contractions :
 - (a) responsible
 - (b) parliamentary
- (vi) In monetary units, stroke 'D' represents _____ (Dinar/Dollar).



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

5×1=5

- (i) What do you mean by phraseography in shorthand ?
- (ii) Give any two examples of special contractions formed by employing first two or three strokes of full outline.
- (iii) What intersecting stroke should be used to represent 'authority' ?
- (iv) Indicate with any two examples the use of F/V hook in forming phrases.
- (v) Stroke 'S' is employed to represent the word _____ (secular/society) in forming intersections.
- (vi) 'Rupees' after or before a figure is represented with _____.
(upward R/downward R)

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

5×1=5

- (i) The word 'the' in phraseography may be expressed by a _____ (heavy dash/slanting tick) joined to the preceding stroke forming an angle, written either downward or upward.
- (ii) Stroke 'N' is employed to represent the word _____ (notional/national) in forming Intersections.
- (iii) Mention shorthand outline of phrase 'over and over again'.
- (iv) With the help of two examples, mention the use of intersecting stroke 'P'.
- (v) Write the following words using intersections :
 - (a) finance bill
 - (b) necessary attention
- (vi) Indicate the following contractions in shorthand :
 - (a) immediate
 - (b) maximum



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.

3×2=6

7. Why is active listening important for us ?
8. Sunny usually remains depressed because of his unstable mood and behaviour as the same results in his unstable relationships, emotional instability and feeling of worthlessness. Discuss the steps which he should take to overcome his personality disorder.
9. What do you understand by Cell and Cell Address ?
10. It is commonly said that specific abilities are found in successful entrepreneurs who demonstrate exceptional performance. According to you, what attitudes should a successful entrepreneur possess for the accomplishment of entrepreneurial goals ?
11. What are the different ways to reduce the amount of waste in industries ?

Answer any 3 out of the given 5 questions in 20 – 30 words each.

3×2=6

12. Indicate the use of following prefixes with an example :
 - (a) intro-
 - (b) trans-
13. Mention any two differences between Diphthongs and Diphones.
14. Illustrate with examples the use of 'N hook' in forming advanced phrases.
15. Write the use of medial semi-circle while writing shorthand outlines.
16. Differentiate between Contraction and Grammalogue.



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

2×3=6

17. In Pitman Shorthand, how do you use upward form of SH while writing shorthand outlines ?
18. How are suffixes 'rity' and 'logical' expressed in shorthand ?
19. Write about the formation of contractions by using :
 - (a) intersections
 - (b) medial omission
 - (c) short forms

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

3×4=12

20. Discuss 'Dot Vowel Diphones' and 'Dash Vowel Diphones' along with suitable examples.
21. Why should we use essential vowels in shorthand ? Also distinguish the following words with the use of essential vowels :
 - (a) motion and emotion
 - (b) far and afar
22. Explain the use of the following suffixes used in shorthand with suitable examples :
 - (a) -ly
 - (b) -ship
 - (c) -lessness
 - (d) -ment
23. Write shorthand outlines of the following using suitable prefix :
 - (a) Self-control
 - (b) Unknown
 - (c) Inhuman
 - (d) Misconduct
 - (e) Recognize
 - (f) Complaint
 - (g) Inhabit
 - (h) Illegal
24. Explain the use of Halving and Doubling Principles in forming advanced phrases.