Q.P. Code **349**

Roll No.

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

SHORTHAND (ENGLISH)
(Theory)

*Time allowed : **3** hours*

*Maximum Marks : **60***

NOTE

(I) Please check that this question paper contains **7** printed pages.

(II) 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.

(III) Please check that this question paper contains **24** questions.

(IV) **Please write down the Serial Number of the question in the answer-book at the given place before attempting it.**

(V) 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 candidates will read the question paper only and will not write any answer on the answer-book during this period. #

General Instructions :

(i) Please read the instructions carefully.

*(ii) This question paper consists of **24** questions in **two** sections : **Section A** and **Section B**.*

(iii) Section A has Objective Type Questions whereas Section B contains Subjective Type Questions.

*(iv) **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.***

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(v) *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.   *4×1=4*

    (i)   Which of the following is ***not*** an example of a presentation software ?

    (A)   OpenOffice Impress

    (B)   MS PowerPoint

    (C)   LibreOffice Impress

    (D)   Google Sheets

    (ii)   Green jobs are ***not*** important for :

    (A)   Decarbonizing the economy

    (B)   Bringing down emission of greenhouse gases

    (C)   Minimizing or avoiding all forms of wastes

    (D)   Non-use of renewable resources

    (iii)   _____ is characterized by extreme perfectionism, order and neatness.

    (A)   Narcissistic

    (B)   Obsessive Compulsive Personality Disorder (OCPD)

    (C)   Paranoid

    (D)   Antisocial

(iv)   Poor listening styles do *not* include

   (A)   Spacing out

   (B)   Selective listening

   (C)   Pretend listening

   (D)   Responding appropriately

(v)   Write the keyboard shortcuts to save a presentation.

   (A)   Shift + S

   (B)   Ctrl + S

   (C)   Ctrl + Shift + S

   (D)   Ctrl + C

(vi)   What are the basic editing features in a PowerPoint Presentation ?

2.   Answer any *5* out of the given *7* questions.   *5×1=5*

(i)   Stroke _____ is employed to represent the words Mark, Major, Manager, Morning in forming intersection.

(ii)   Contractions are generally written _____ the line.

(iii)   Medial 'L' is generally written _____ .

(iv)   The resulting outline of grammalogues is called a _____ .

(v)   _____ is a union of two vowel sounds occurring consecutively but pronounced separately.

(vi)   Thousand is represented by stroke _____.

(vii)   Medial semi-circle represents the sound of _____ .

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

   (i)   Prefix self is represented by _____ .

   (ii)   The plural form of dot suffix 'ING' is represented by a _____ .

   (iii) Consonant 'Trans' is used for prefix _____ .

   (iv)   We use consonant 'F' with circle S for the suffix _____.

   (v)   Prefix Accom, Accomo are represented by _____.

   (vi)   Suffix 'Ward' is represented by _____.

   (vii) Medially the sound of 'ING' is represented by _____ .

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

   (i)   General contractions consist of at least _____ strokes.

   (A)   3   (B)   2

   (C)   1   (D)   4

   (ii)   Monetary unit pounds can be represented by _____.

   (A)   Stroke P

   (B)   Stroke D

   (C)   Stroke P halved with NS circle

   (D)   Stroke P + Stroke N

   (iii) The word 'Emergency' can be written to make a contraction by omitting stroke _____.

   (A)   M   (B)   N

   (C)   J   (D)   S

   (iv)   It is necessary to insert vowels in the words having _____ outlines.

   (A)   Similar   (B)   Odd

   (C)   Distinctive   (D)   Parallel

(v) We can employ _____ to special contractions.

(A) Strokes   (B) Vowels

(C) Circles   (D) Logograms

(vi) Crores are represented by _____ in figures.

(A) Consonant K

(B) Consonant KR and Circle S

(C) Consonant R

(D) Consonant S

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

(i) Doubling of strokes are used to represent the words _____ in Advanced Phraseography.

(ii) Loops are used to represent the words _____ in Advanced Phraseography.

(iii) Hook 'N' is used for the words _____ in Phraseography.

(iv) Circle 'S' and 'SHUN' hook is used in Advanced Phraseography for the word _____.

(v) _____ are used for the words 'is', 'as', 'has' and 'us' in Advanced Phraseography.

(vi) Advanced Phrases are formed by omitting the _____.

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

(i) Write the following words using intersection. (Any 2)

(A) early attention   (B) education journal

(C) share capital   (D) application form

(ii) Stroke P hooked for R is used for the words _____ in intersection.

(iii) Company is represented by stroke _____ in intersection.

(iv) In intersection stroke 'N' is used for the word _____.

(v) Stroke 'L' is employed in intersection to represent the word _____ .

(vi) Give outlines formed by stroke B in intersection (Any 2).

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. Differentiate between hearing and listening.

8. What is a paragraph ?

9. What is an active cell ? What is a cell address ?

10. Which are the best Green Jobs ?

11. Write the different ways to reduce the amount of waste.

Answer any 3 out of the given 5 questions in 20 – 30 words each.   *3×2=6*

12. Define Diphones. How would you represent them ?

13. State the rule of left semi-circle.

14. How would you represent the prefix 'Self' ?

15. For which purpose is 'large circle' used in Advanced Phraseography ?

16. State the purpose of stroke P used in intersection.

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Answer any 2 out of the given 3 questions in 30 – 50 words each.   *2×3=6*

17. How would you represent suffix 'ment' ?

18. State the cases where consonant 'L' can be used downward.

19. In which cases can consonant 'SH' be used in upward direction ?

Answer any 3 out of the given 5 questions in 50 – 80 words each.   *3×4=12*

20. Write any four rules regarding contractions.

21. What is the difference between dot prefix and dot suffix ?

22. Write the shorthand outlines (2 each) by using consonant 'S' and consonant N in intersection. Also state the purpose for the consonants used.

23. State the use of Halving Principles in Advanced Phraseography.

24. How would you represent suffix 'ward' and 'yard' ? State with examples.