

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

Roll No.

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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) Change the following sentence of Active Voice into Passive Voice :
She wrote an email.
 - (ii) Narcissistic personality disorder is characterized by which of the following condition(s) ?
 - I. People have an inflated sense of their own importance
 - II. A deep need for excessive attention
 - III. Admiration and lack of empathy
 - IV. Introvert
 - (A) Only I
 - (B) Both I and II
 - (C) I, II and III
 - (D) I, II, III and IV
 - (iii) Which of the following is **not** an example of a spreadsheet ?
 - (A) Google Sheets
 - (B) LibreOffice Calc
 - (C) OpenOffice Impress
 - (D) Microsoft Excel



- (iv) In a PowerPoint presentation, the text can be aligned either _____.
- (A) left or right
 - (B) center
 - (C) justified
 - (D) All of these
- (v) Amit believes that he will not have the ability to work with a team when he starts his business. The barrier he is facing is :
- (A) getting capital
 - (B) self-doubt
 - (C) risk-taking
 - (D) lack of plan
- (vi) _____ gases can trap heat from the Earth and prevent it from escaping into outer space. This causes the Earth to heat, leading to global warming.
- (A) Ozone and chlorofluorocarbons
 - (B) Nitrous oxide
 - (C) Methane
 - (D) All of these

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

5×1=5

- (i) A Diphone is the occurrence of two vowel sounds pronounced _____. (separately/jointly)
- (ii) If the Consonant 'L' is preceded by 'SK', in which direction will you write stroke 'L' ?
- (iii) Mention the use of 'joined or disjoined K' as a prefix, while writing shorthand outlines.
- (iv) How is prefix 'magna-' represented in shorthand ?



- (v) 'Medial W' is represented by _____ (large/small) semi-circle to give an easier and shorter outline.
- (vi) Write the shorthand outline of the phrase 'we know there is'.
- (vii) In which direction will you write 'SH' stroke in the word 'splash' ?

3. Answer any 6 out of the given 7 questions.

6×1=6

- (i) Can a semi-circle for 'W' and vowel be used finally ?
- (ii) How do you express suffix '-ings' while writing shorthand outlines ?
- (iii) Write the shorthand outline of 'volume'.
- (iv) A contraction is a short form containing not less than _____ (three/two) strokes.
- (v) Mention a phrase formed with the help of small loop.
- (vi) Distinguish the shorthand outlines of 'affect' and 'effect' with the help of essential vowel.
- (vii) How do you express the prefix 'self-con' in shorthand ?

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

5×1=5

- (i) Write a contraction formed with omission of consonant 'P' when it is slightly sounded.
- (ii) How do you use 'joined or disjoined SH' as suffix ?
- (iii) Indicate the use of prefix 'Intro-' in forming shorthand outlines.
- (iv) What stroke should be used to represent 'hundreds' while writing monetary unit in shorthand ?
- (v) Indicate shorthand outline of any two phrases formed with the help of F/V hook.
- (vi) What do you mean by an 'Intersection' in shorthand ?



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

5×1=5

- (i) Name the intersecting stroke used for the word 'society' in shorthand.
- (ii) How would you write 'carelessness' using a suffix ?
- (iii) Indicate the following contractions in shorthand :
 - (a) expect
 - (b) suspect
- (iv) Write any two examples of special contractions formed by the rule of final omission.
- (v) Contraction 'university' is written as _____ in shorthand.
- (vi) We need to use intersecting stroke _____ (L/R) to indicate the word 'Railway'.

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

5×1=5

- (i) Write any two contractions formed by adding a prefix or a suffix.
- (ii) In shorthand, generally figures one to twenty are represented by shorthand outlines except the figure _____ (8/7).
- (iii) Is it necessary to write shorthand outline for the word 'in' while forming phrase for 'borne in mind' ?
- (iv) How would you write the phrase 'we have received' in shorthand ?
- (v) List out two examples, indicating the use of Consonant 'L' as an intersecting stroke.
- (vi) With the help of an example, mention the use of intersecting stroke 'G'.



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. How do you ensure active listening ?
8. Distinguish between Intrinsic Motivation and Extrinsic Motivation.
9. What are the advantages of using a PowerPoint presentation ?
10. As a successful entrepreneur, Mr. Sahil possesses certain qualities. Discuss any two qualities which are needed to successfully run an enterprise.
11. What is 'Biofuel Policy' ?

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

3×2=6

12. How do you use essential vowels in shorthand ? Give an example.
13. Indicate the use of half-length 'W' and half-length 'Y' as a suffix.
14. Write any two shorthand outlines using medial 'L'.
15. 'Small circles are used to form advanced phrases.' In view of the statement, give any two examples indicating the use of small circles in phraseography.
16. How is a Grammalogue different from a Contraction ?



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

2×3=6

17. Describe the circumstances when you will use final 'ing' as dot.
18. Explain the principle of forming contractions according to the following :
 - (a) using logograms
 - (b) by medial omission
 - (c) by intersections
19. Discuss the use of downward form of 'L' with suitable examples.

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

3×4=12

20. 'SH' stroke can be used in upward form also in Pitman Shorthand. Explain the various rules which are to be followed while writing upward 'SH'.
21. Explain the formation of the following words with the help of suitable prefixes/suffixes :
 - (a) instruct
 - (b) majority
 - (c) sentimental
 - (d) blindly
22. Differentiate between left semi-circle and right semi-circle of medial 'W'.
23. Doubling Principle is frequently used for forming advanced phrases. While taking speed dictation, how would you use this principle in forming shorthand outlines ? Support your answer with suitable examples.
24. Explain the use of initial and medial 'con-' or 'com-' as prefix.