

Series : WXYZ/S



SET~4

Q.P. Code 349/S

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.*

349/S

Page 1 of 7

P.T.O.



#



- (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.**
- (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** a positive listening skill ?
- (A) Making eye contact
 - (B) Pretending to listen
 - (C) Taking notes
 - (D) Waiting until the end to ask question



- (ii) Emotional stability does **not** consist of :
- (A) Being calm
- (B) Self-confident
- (C) Insecurity
- (D) Having no negative feelings
- (iii) The abbreviation for an Excel spreadsheet is _____.
- (iv) We should reduce emission of _____.
- (v) Name two components of the OpenOffice Impress window.
- (vi) The intersection of rows and columns is called _____.

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

5×1=5

- (i) 'SH' hooked for 'L' is always written as _____.
- (ii) The semi-circle for 'W' and vowel is not used _____.
- (iii) _____ signs are placed on all the three places of a consonant.
- (iv) In a single stroke outlines having an initial and final vowel, _____ vowel should be inserted.
- (v) Consonant 'SH' should always be written in _____ direction after upstrokes and horizontal strokes.
- (vi) _____ should be used in half length outlines when standing alone.
- (vii) Diaphones can be divided into _____ vowel groups.



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

6×1=6

- (i) Prefix self-con is represented by _____ written in the position of 'con', 'com dot'.
- (ii) Suffix _____ is represented by disjoined 'mnt' (half length M hooked for N).
- (iii) In case of _____ words, stroke 'N' is used in prefixes.
- (iv) After grammalogues where stroke 'NG' is not convenient, we use _____.
- (v) Suffix 'Lessness' is represented by _____.
- (vi) Prefix _____ is represented by doubling the stroke N.
- (vii) Prefix 'magna' is represented by _____ stroke M.

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

5×1=5

- (i) _____ are formed by employing first two or three strokes of the full outline.
- (ii) Paise are represented by _____ in figures.
- (iii) Contraction means _____ of certain consonants while writing in shorthand.
- (iv) To represent lakhs we use _____.
- (v) _____ is represented by consonant B and circle 'S' in figures.
- (vi) To represent hundred thousand we use consonant _____.



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

5×1=5

- (i) To represent words like, 'it', 'to', 'not' 'would', _____ is used in advanced phraseography.
- (ii) Circle 'S' and 'SHUN' hook is used for the word _____.
- (iii) To represent the words 'first' and 'next', _____ is used.
- (iv) We can use small circle 'S' for words _____ in advanced phraseography.
- (v) _____ are used to form Advance Phrases.
- (vi) The resulting outline of a phrase is called _____.

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

5×1=5

- (i) Stroke 'L' is used to represent _____ in intersection.
- (ii) Stroke 'D' is used for the word _____ in intersection.
- (iii) In intersection _____ could be represented by stroke 'V'.
- (iv) To represent _____ we use stroke 'CH'.
- (v) Word _____ is represented by consonant 'KR' (Stroke 'K' and 'R' Hook).
- (vi) Method of writing one stroke through another is called _____.



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. Is Hearing the same as Active Listening ?
8. How is entrepreneurship beneficial for the society ?
9. How can you minimize waste and pollution ?
10. How would you print a presentation ?
11. What is an Avoidant Personality Disorder ?

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

3×2=6

12. State rules for the use of downward 'L'.
13. Write down two derivatives each of 'special', 'social', and 'character'.
(Any two).
14. Give outlines of the words using Medial W and dash and dot vowels.
(Two each).
15. State two cases in which strokes are halved and disjoined to represent a suffix.
16. Form the phrases using Doubling Principles.

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

2×3=6

17. How would you use prefix 'con', 'com', 'cog' in the beginning and middle of the words ?
18. State the rules regarding use of Diphones.
19. Write the difference between General and Special Contractions.



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

3×4=12

- 20.** How would you represent the prefix 'self' ? How would it be represented if it comes with prefix 'con', 'com', or 'cog' ?
- 21.** State the use of doubling principles in advanced phraseography ?
- 22.** How are the suffixes 'Lessness' and 'Fullness' represented ?
- 23.** Make the shorthand outline of the following words :
- | | |
|------------|----------------|
| (A) Real | (E) Location |
| (B) Poem | (F) Allocation |
| (C) Brush | (G) Skill |
| (D) Shaker | (H) Twenty |
- 24.** How would you differentiate between contractions and grammalogues ?