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SET – 4

Series : ONS/1

Code No. 198/1

Roll No. | | | | | | | |

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 **18** 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.

PART – I

Answer the following questions with shorthand outlines in less than 25 words each :

1. How will you represent suffix 'ings' and its singular form after light down strokes ? **1**

2. Which official phrase is represented by D stroke ? **1**

3. Which official phrase is represented by N stroke ? **1**

4. Give two grammalogues formed by thickened M in the first and second places. **1**

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5. Write the outline of 'supreme' stating the relevant rule of using circle S initially. **1**

6. State two cases in which the stroke of L is doubled for the addition of 'tr' and 'dr'. **1**

7. Write the outlines of Rahim and Rahmat stating the rule followed for writing the same. **1**

8. Write the outline for 4000 million in Shorthand stating the relevant rules of representing monetary units. **1**

9. Differentiate between a Logogram and a Simple Contraction. **1**

10. Which consonant is added by cutting a stroke in the middle ? **1**

PART – II

Answer the following questions in less than 50 words each :

11. Explain giving examples the difference between L and R hooks in straight strokes. **2**

12. Identify two conditions in which V stroke is used in place of the V hook. **2**

13. Illustrate the rules of representing 'Government' and 'Bank' in Official or colloquial phrases. **2**

14. Write the outlines of 'far' and 'motion' and state which essential vowels are used to distinguish them from 'afar' and 'emotion'. **2**

15. State two conditions in which a dark stroke can be halved for 't' or 'd'. **2**

16. Write the outlines of 'state' & 'stated' and 'mist' & 'midst' stating the size of loop st/sd in straight and curved strokes. **2**

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PART – III

Answer the following questions in not more than 150 words each :

17. What are initial large hooks ? State four examples of their uses in Shorthand with rules of application. **4**

OR

What are alternative forms of hooked strokes and when are they used ? State three cases giving examples and outlines.

18. Define a suffix. How will you represent 'mental', 'ward' and 'hood' in Shorthand ? State rules giving for each two examples with outlines. **4**

OR

Distinguish between Logogram, Grammalogue and Special Contraction giving two examples of each.

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