

Series ONS

SET-4

Code No. **198**

Roll No.

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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 :

- Answer **all** questions.*
- Answers should be in **English** only, otherwise the answers will be cancelled.*
- Answers should be specific, to the point, with examples and Shorthand outlines.*

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P.T.O.

PART - I

Answer the following questions in not more than 25 words each.

1. Identify two conditions in which a straight stroke is doubled for the addition of tr, dr. 1
2. For which consonants or sounds are the MP and NG strokes doubled ? 1
3. Identify two cases in which halved strokes are disjoined to represent a single word. 1
4. State two examples of simple contractions formed by grammalogue 'under'. 1
5. State the circumstances when 'shun' hook is represented by a curl. 1
6. State two cases in which the downward strokes are thickened and halved for the addition of 'd'. 1
7. How will you join 'sd' loop with a straight stroke hooked for N ? Give an example. 1
8. Identify two cases in which the hook of F or V is used medially. 1
9. Differentiate between a nasal consonant and a nasal vowel giving examples. 1
10. Explain how you will write 'park' and also explain the use of separating dot vowel in the hooked Stroke of P ? 1

PART - II

Answer the following questions in not more than 50 words each.

11. What is an aspirated sound ? Write the outlines of 'Jha, Ghana, Khan, Thakkar in shorthand explaining the rules followed for writing the same. 2

12. Explain the two situations in which the stroke of S is used finally giving two examples of each. 2
13. What does a small loop represent initially, medially and finally ? Give two examples for each. 2
14. With which motion is the hook of L attached to straight and curved Strokes ? Give two examples of each. 2
15. What is intersection of strokes ? How will you represent 'authority' and 'banking' in official phrases ? Give two examples of each. 2
16. What is a simple contraction and how is it different from a grammalogue ? Give examples. 2

PART - III

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

17. Define a prefix. How is it different from a suffix ? How will you represent a dot prefix and a dot suffix ? Give two examples of each. 4

OR

Differentiate between Intersection of Strokes and phraseography. Write the outlines of 'internet banking', 'on line banking' and phrases 'I do not know', 'you should have been'.

18. What is a Right Motion ? State the rules of its application with straight and curved strokes giving two examples for each. 4

OR

Differentiate between double consonants and doubled consonants. State two conditions in which a light stroke can be doubled for the addition of 'tr' and 'dr' with rules of their application. Give outlines.