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SET-4

Series %BAB%

Q.P. Code 349

Roll No. | | | | | | | | |

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

- Please check that this question paper contains **4** printed pages.
- 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 check that this question paper contains **25** questions.
- **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.

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SHORTHAND (ENGLISH)

Time allowed : $1\frac{1}{2}$ hours *Maximum Marks : 30*

General Instructions :

(i) Please read the instructions carefully.

*(ii) This question paper is divided into **three** sections, viz., **Section A**, **Section B** and **Section C**.*

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(iii) ***Section A*** *is of* ***5*** *marks and has* ***6*** *questions on Employability Skills.*
  (a) *Questions number* ***1*** *to* ***4*** *are* ***one*** *mark questions. Attempt any* ***three*** *questions.*
  (b) *Questions number* ***5*** *and* ***6*** *are* ***two*** *marks questions. Attempt any* ***one*** *question.*

(iv) ***Section B*** *is of* ***17*** *marks and has* ***16*** *questions on Subject Specific Skills.*
  (a) *Questions number* ***7*** *to* ***13*** *are* ***one*** *mark questions. Attempt any* ***five*** *questions.*
  (b) *Questions number* ***14*** *to* ***18*** *are* ***two*** *marks questions. Attempt any* ***three*** *questions.*
  (c) *Questions number* ***19*** *to* ***22*** *are* ***three*** *marks questions. Attempt any* ***two*** *questions.*

(v) ***Section C*** *is of* ***8*** *marks and has* ***3*** *Competency-Based Questions.*
Questions number ***23*** *to* ***25*** *are* ***four*** *marks questions. Attempt any* ***two*** *questions.*

(vi) *Do as per the instructions given in the respective sections.*

(vii) *Marks allotted are mentioned against each section/question.*

SECTION A

(Employability Skills) **(3+2=5 marks)**

Answer any ***3*** *questions out of the given* ***4*** *questions.* *3×1=3*

1. Why is positive attitude essential for an entrepreneur ? (Any two points) *1*

2. There are many ways by which an entrepreneur deals with stress. Mention any two ways of stress management. *1*

3. List two ways by which we can reduce the amount of waste generated. *1*

4. Reeta has started one new method of conservation of water in her house. In this process, she collects the rainwater and reuses it in the building. What is the name of this process ? *1*

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

5. "Certain competencies have been identified, which are found in successful entrepreneurs." In the light of the statement, mention the key qualities of a successful entrepreneur. (Any two points) *2*

6. Explain the role of green jobs in water conservation in agriculture. (Any four points) *2*

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SECTION B

(Subject Specific Skills) **(5+6+6=17 marks)**

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

7. Write any two phrases which are formed by large circle to represent the "double sounds s-s". *1*

8. Mention the use of large final hook (Shun hook) in phraseography, with the help of two examples. *1*

9. In shorthand, the phrase "all over the world" is written as _____. *1*

10. How would you represent the phrase "in our words" ? *1*

11. Which intersecting stroke should be used while writing the word "National" ? *1*

12. Stroke _____ is used to express "Professor" when writing as an intersecting stroke. *1*

13. By which stroke will you intersect another stroke to represent "company" ? *1*

*Answer any **3** questions out of the given **5** questions.* *3×2=6*

14. To contract the following words, which strokes are used in forming advanced phrases ? *2*

(a) hope

(b) will

15. How do you use large initial circle in Phraseography ? *2*

16. Write any four examples which represent formation of phrases, with the help of halving principle. *2*

17. With the help of an example, mention the use of the following to be used as intersecting strokes : *2*

(a) S

(b) L

18. How would you use intersecting stroke "P" for "party" while writing the following outlines ? *2*

(a) birthday party

(b) party labour

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*Answer any **2** questions out of the given **4** questions.* *2×3=6*

19. Discuss with examples the use of small circle while writing advanced phrases. *3*

20. Why do we use advanced phrases ? Write shorthand outlines of the following phrases : *3*

(a) more than
(b) in our view
(c) this has been
(d) in our statement

21. Indicate shorthand outlines of the following by using intersections : *3*

(a) finance bill
(b) bank rate
(c) proper attention
(d) weekly journal
(e) shipping company
(f) security council

22. How would you intersect "upward R" and "B stroke" while writing intersections ? *3*

SECTION C

(Competency-Based Questions) **(2×4=8 marks)**

Answer any **2** questions out of the given **3** questions.

23. Shweta is using doubling principle while writing shorthand phrases. Explain the words for which doubling principle is used by her while forming phrases. Support your answer, with suitable examples. *4*

24. While taking dictation of a report, Anil is writing advanced phrases for rapid shorthand writing. Explain how he is using small final hooks while writing advanced phrases when taking the dictation. *4*

25. Many-a-times, we omit certain consonants or syllables when writing advanced phraseography. Give eight examples of phrases with their outlines formed by omission of consonants or syllables. *4*