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Series ΣHEFG **Set-4**

Q.P. Code 349

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***

- Please check that this question paper contains **7** 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 **24** 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.

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.*

(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.*

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(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) Expand the acronym SMART, which is a simple tool used by businessmen to go beyond the realm of fuzzy goal-setting into an actionable plan for results.

(ii) The ability to control one's emotions, thoughts and behaviour effectively in different situations is _____.

(iii) The slide layout helps to arrange the slide contents in an _____ way. (organised/unorganised)

(iv) In spreadsheet, a _____ is a collection of cells in the form of a grid.

(v) The ability to work with others is _____ skills. (initiative/interpersonal)

(vi) Name any two personal barriers to entrepreneurship.

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

(i) A Diphone is the occurrence of two vowel sounds pronounced _____ .

(ii) While writing 'volume' in Shorthand, consonant 'L' is written in _____ direction.

(iii) Write two words using Diphone.

(iv) The consonant 'L' is written in _____ direction after 'SK'.

(v) Left semicircle is used for the sound of _____.

(vi) In which direction should 'SH' be written after an upstroke ?

(vii) Make the outline of the following words :

(a) Sugar

(b) Fish

3. Answer any ***6*** out of the given ***7*** questions. *6×1=6*

(i) Frequently occurring word represented by a single stroke is known as _____. It is also represented by the signs dot, dash and circles known as _____ .

(ii) Write any two examples which indicate the use of prefix 'Intro' in Shorthand.

(iii) Prefix _____ is represented by disjoined circle written close to the following stroke in the second vowel place.

(iv) In negative words, the small hook for _____ should not be used.

(v) _____ as a suffix is used after Grammalogue where stroke 'NG' is not convenient.

(vi) Write the word 'hopelessness' using 'LS' as suffix.

(vii) Yard is represented by _____ consonant 'Y'.

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4. Answer any ***5*** out of the given ***6*** questions. *5×1=5*

(i) The term contractions means _____ of certain consonant at the time of writing in Shorthand.

(ii) Form two words of contractions in which stroke 'N' may be omitted.

(iii) Which words of contractions are generally written with the same outlines ?

(iv) Special contractions can be formed by intersecting strokes. (Yes/No)

(v) Which round number is represented by the consonant 'B' ?

(vi) Which monetary unit is represented by the consonant 'P' and circle 'S' in Shorthand ?

5. Answer any ***5*** out of the given ***6*** questions. *5×1=5*

(i) For which word is circle 'S' and shun hook used in forming advanced phrases.

(ii) In advanced phrases, the consonant 'T' represents the word _____ .

(iii) 'Able to' and 'You may not' are the examples of using _____ in advanced phrases.

(iv) Advanced phrases are formed by _____ the logogram. (employing/omitting)

(v) Write the phrase 'in our view' in Shorthand.

(vi) Write the following contractions in Shorthand :

(a) Perspective

(b) Prospective

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6. Answer any ***5*** out of the given ***6*** questions. *5×1=5*

(i) Write any two examples indicating the use of intersecting stroke 'B'.

(ii) Using intersection for 'Society', write the Shorthand outline of 'Red Cross Society'.

(iii) If the intersection is applied on the last consonant of the word, it is to be read at the _____ .

(iv) How do you use stroke 'L' as an intersecting stroke ?

(v) With the help of an example, mention the use of intersecting stroke 'P'.

(vi) How would you write advanced phrase 'we have received' ?

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. Motivation means directing behaviour towards certain motive or goal. In your view, why is motivation important ? (Any two points)

8. Enlist any four barriers faced by an entrepreneur.

9. Write any two advantages of a Presentation Software.

10. Write any two steps to overcome personality disorders.

11. List out any two driving factors which motivate a person to start a new business venture.

*Answer any **3** out of the given **5** questions in 20 – 30 words each.* *3×2=6*

12. Define any two rules where stroke 'SH' should be written downward.

13. What do you understand by Medial Semicircle ?

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14. (a) How do you represent prefix 'un' as a negative word ? (as in the word 'unnecessary')

(b) Give an example which indicates the use of suffix 'ly'. (As in the word 'friendly')

15. In case you wish to contract the following words, what stroke should be used to form advanced phrases ?

(a) will

(b) hope

16. Why do we use Grammalogues while taking a speed dictation ?

*Answer any **2** out of the given **3** questions in 30 – 50 words each.* *2×3=6*

17. With what stroke would you represent the following figures in Shorthand ? Give suitable example to support your answer.

(a) Million

(b) Rupees

(c) Hundred

18. Explain the various rules which are to be followed by writing downward 'L'.

19. How are the following prefixes represented in Shorthand ?

(a) Trans

(b) Magni

(c) Intro

*Answer any **3** out of the given **5** questions in 50 – 80 words each.* *3×4=12*

20. Write the difference between Diphthongs and Diphones.

21. By which consonant are the following suffixes represented ?

(a) Ing (b) Ings

(c) Ment (d) Ship

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22. Explain the use of upward and downward forms of 'SH' stroke.

23. Indicate with suitable examples how doubling principle is used while forming advanced phrases.

24. How are the following prefixes represented in Shorthand ?

(a) Self

(b) Self-con or com

(c) In

(d) Grammalogues

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