

This Question Paper consists of 20 questions and 3 printed pages.

Roll No.

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Code No. 53/VOC/O

Set

A

STENOGRAPHY (ENGLISH)

(Theory)

(325/425)

Day and Date of Examination

Signature of Invigilators 1.

2.

General Instructions :

1. Candidate must write his/her Roll Number on the first page of the Question Paper.
2. Please check the Question Paper to verify that the total pages and total number of questions contained in the paper are the same as those printed on the top of the first page. Also check to see that the questions are in sequential order.
3. Making any identification mark in the Answer-Book or writing Roll Number anywhere other than the specified places will lead to disqualification of the candidate.
4. Write your Question Paper Code No. 53/VOC/O, Set A on the Answer-Book.

STENOGRAPHY (ENGLISH)

(Theory)

(325/425)

Time : 1½ Hours]

[Maximum Marks : 30

- Note :*
- (i) All questions are compulsory.
 - (ii) Question Nos. **1** to **12** are very short answer type. Their answers should not exceed 10 words each.
 - (iii) Question Nos. **13** to **18** are short answer type. Their answers should not exceed 50 words each.
 - (iv) Question Nos. **19** and **20** are long answer type. Their answers should not exceed 150 words each.
 - (v) Marks allotted to each question are given in the right-hand margin.

1. When was Pitman's system of shorthand introduced in India? 1
2. In which direction strokes 'L', 'W' and 'Y' are written? 1
3. How many dot vowels are there in Pitman shorthand? 1
4. In which direction consonant 'H' is written when it is followed by either consonant 'K' or 'G'? 1
5. With which motion circle 'S' is written when attached to straight strokes? 1
6. Which word is represented in phraseography by 'Shun Hook'? 1
7. How is consonant 'SH' written after two straight strokes and between 'B' and 'P'? 1
8. Where are double-length down strokes written, if the first sounded vowel in a word is of first, second or third place? 1
9. Write the words for which halving principle is used in phraseography. 1

- 10.** Name the suffix which is represented by joined or disjoined 'SH'. 1
- 11.** By which stroke the word 'department' is represented in intersections? 1
- 12.** Write the following figures in shorthand : 1
- (a) Nineteen hundred
- (b) Fifteen thousand dollars
- 13.** Differentiate between diphthongs and diphones. 2
- 14.** Define phraseography. Write any four phrases in shorthand. 2
- 15.** Mention any two rules where circle S/Z is not used. 2
- 16.** Can 'N' hook be used medially? If so, write any two shorthand outlines by using 'N' hook medially. 2
- 17.** State the rules of attaching Shun Hook after 'FK', 'FG', 'VK' and 'VG'. 2
- 18.** Explain the rules for writing consonant 'SH' in upward direction. 2
- 19.** What do you understand by compound consonants? Explain the rules of their formation by giving suitable shorthand examples. 3
- 20.** Write the following intersections and advanced phrases in shorthand : 3
- Medical journal
- Government official
- In the meantime
- Department of commerce
- In his own opinion
- Facts of the case

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