Series: ZXW4Y



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

#### NOTE

- (I) Please check that this question paper contains 7 printed pages.
- (II) 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.
- (III) Please check that this question paper contains 24 questions.
- (IV) Please write down the Serial Number of the question in the answer-book at the given place before attempting it.
- (V) 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 candidates 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.
- (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.  $4 \times 1 = 4$ 
  - (i) Which of the following is **not** an example of a presentation software?
    - (A) OpenOffice Impress
    - (B) MS PowerPoint
    - (C) LibreOffice Impress
    - (D) Google Sheets
  - (ii) Green jobs are *not* important for:
    - (A) Decarbonizing the economy
    - (B) Bringing down emission of greenhouse gases
    - (C) Minimizing or avoiding all forms of wastes
    - (D) Non-use of renewable resources
  - (iii) \_\_\_\_\_ is characterized by extreme perfectionism, order and neatness.
    - (A) Narcissistic
    - (B) Obsessive Compulsive Personality Disorder (OCPD)
    - (C) Paranoid
    - (D) Antisocial

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	(iv)	Poor listening styles do <b>not</b> include				
		(A)	Spacing out			
		(B)	Selective listening			
		(C)	Pretend listening			
		(D)	Responding appropriately			
	(v)	(v) Write the keyboard shortcuts to save a presentation.				
		(A)	Shift + S			
		(B)	Ctrl + S			
		(C)	Ctrl + Shift + S			
		(D)	Ctrl + C			
	(vi)	(vi) What are the basic editing features in a PowerPoint Presentation?				
	Answ	er an	by 5 out of the given 7 questions.	×1=5		
	(i)	Stro	ke is employed to represent the words Mark,			
			or, Manager, Morning in forming intersection.			
	(ii)	Contractions are generally written the line				
	(11)	Contractions are generally written the line.				
	(iii)	Medial 'L' is generally written				
	(iv)	The resulting outline of grammalogues is called a				
	(v)	Ç .				
		but j	pronounced separately.			
	(vi)	Thousand is represented by stroke				
	(vii)	Medial semi-circle represents the sound of				

2.



3.	Answer any 6 out of the given 7 questions.						<i>6×1=6</i>	
	(i)	Prefix self is represented by						
	(ii)	The plural form of dot suffix 'ING' is represented by a						
	(iii)	Consonant 'Trans' is used for prefix						
	(iv)	We use consonant 'F' with circle S for the suffix						
	(v)	Prefix Accom, Accomo are represented by						
	(vi)	Suffix 'Ward' is represented by						
	(vii)	vii) Medially the sound of 'ING' is represented by						
4.	Answer any $\boldsymbol{5}$ out of the given $\boldsymbol{6}$ questions.						5×1=5	
	(i)	Gene	ral contractions co	onsist of at least		$\_\operatorname{strokes}.$		
		(A)	3	(B)	2			
		(C)	1	(D)	4			
	(ii) Monetary unit pounds can be represented by							
		(A)	Stroke P					
		(B)	Stroke D					
		(C)	Stroke P halved	l with NS circle				
		(D)	Stroke P + Stro	ke N				
	(iii) The word 'Emergency' can be written to make a contra- omitting stroke						by	
		(A)	M	(B)	N			
		(C)	J	(D)	S			
	(iv)	It is necessary to insert vowels in the words havingoutlines.						
		(A)	Similar	(B)	Odd			
		(C)	Distinctive	(D)	Parallel			
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	(v)	We ca	ın employ	to speci	al contractions.			
		(A)	Strokes	(B)	Vowels			
		(C)	Circles	(D)	Logograms			
	(vi)	Crore	s are represented by _		in figures.			
		(A)	Consonant K					
		(B)	Consonant KR and C	Circle S				
		(C)	Consonant R					
		(D)	Consonant S					
5.	Answer any $\boldsymbol{5}$ out of the given $\boldsymbol{6}$ questions. $5 \times 1 = 5$							
	(i)		ling of strokes are use nced Phraseography.	ed to represe	ent the words	_ in		
	(ii)	_	s are used to represe seography.	ent the wor	ds in Adva	nced		
	(iii)	Hook	'N' is used for the word	ds	in Phraseography.			
	(iv)	Circle 'S' and 'SHUN' hook is used in Advanced Phraseography for the word						
	(v)	are used for the words 'is', 'as', 'has' and 'us' in Advanced Phraseography.						
	(vi)	Advanced Phrases are formed by omitting the						
6.	Ansv	ver any	$m{5}$ out of the given $m{6}$ qu	uestions.		5×1=5		
(i) Write the following words using intersection. (Any 2)								
		(A)	early attention	(B)	education journal			
		(C)	share capital	(D)	application form			

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	(ii)	Stroke P hooked for R is used for the words in intersection.			
	(iii)	Company is represented by stroke in intersection.			
	In intersection stroke 'N' is used for the word				
	(v)	Stroke 'L' is employed in intersection to represent the word			
	(vi)	Give outlines formed by stroke B in intersection (Any 2).			
		SECTION B			
		(Subjective Type Questions) (30 marks			
		y <b>3</b> out of the given <b>5</b> questions on Employability Skills. Answer each a 20 – 30 words. 3×2=6			
7.	Differentiate between hearing and listening.				
8.	What is a paragraph?				
9.	What is an active cell? What is a cell address?				
10.	Which are the best Green Jobs?				
11.	Write the different ways to reduce the amount of waste.				
Ansi	wer an	y <b>3</b> out of the given <b>5</b> questions in $20 - 30$ words each. $3\times 2=6$			
12.	Define Diphones. How would you represent them?				
13.	State the rule of left semi-circle.				
14.	How would you represent the prefix 'Self'?				
<b>15.</b>	For which purpose is 'large circle' used in Advanced Phraseography?				

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State the purpose of stroke P used in intersection.

**16.** 



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

 $2 \times 3 = 6$ 

- **17.** How would you represent suffix 'ment'?
- **18.** State the cases where consonant 'L' can be used downward.
- **19.** In which cases can consonant 'SH' be used in upward direction?

Answer any 3 out of the given 5 questions in 50 – 80 words each.

 $3 \times 4 = 12$ 

- **20.** Write any four rules regarding contractions.
- **21.** What is the difference between dot prefix and dot suffix?
- **22.** Write the shorthand outlines (2 each) by using consonant 'S' and consonant N in intersection. Also state the purpose for the consonants used.
- **23.** State the use of Halving Principles in Advanced Phraseography.
- 24. How would you represent suffix 'ward' and 'yard'? State with examples.