Series : GBM/1

Code No. **198/1**

Roll No. ☐☐☐☐☐☐☐

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 :   *(i)*   *Answer **all** questions.*
   (ii) *Answers should be in English only, otherwise the answers will be cancelled.*
   (iii) *Answers should be specific, to the point, with examples and Shorthand outlines.*

Section – A

1. How is R hook attached to straight strokes ? Give the outline of tree.   **1**

2. Give two outlines illustrating the use of a dot to represent the suffix 'ing'.   **1**

3. Give two outlines in which 'Authority' is represented by intersecting strokes in an official phrase.   **1**

4. What is contraction ? Give an example of a simple or general contraction.   **1**

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5.   How will you distinguish between the outlines of (i) accept and except, (ii) Marry and Merry ?   **1**

6.   Distinguish between the outlines of (i) Cross and Across, (ii) Affect and Effect.   **1**

7.   What is a Grammalogue ?   **1**

8.   What is a Logogram ?   **1**

9.   Define Phraseography.   **1**

10. Give four outlines wherein 'the' is represented by a Tick.   **1**

Section – B

11. Explain in brief the principle of Doubling in Shorthand. Give examples.   **2**

12. What are compound consonants ? Give three examples.   **2**

13. What is intersection ? Give three outlines illustrating the use of intersection.   **2**

14. How are round numbers represented in shorthand ? Give three examples.   **2**

15. Give outlines for the following phrases :   **2**
     (a)   Inspite of the fact
     (b)   On account of
     (c)   Having regard to
     (d)   From time to time

16. Give shorthand outlines for the following contractions :   **2**
     (a)   Cross-examination
     (b)   Dangerous
     (c)   Intelligent
     (d)   Everything

Section – C

17. What is a prefix ? Give four outlines illustrating the use of a dot for prefixes. **4**

<div align="center">OR</div>

Illustrate the use of 'self', 'in', 'intro' and 'un' as prefixes by giving two words and their shorthand outlines for each.

18. Explain the rules for using Downward and Upward H. **4**

<div align="center">OR</div>

Give shorthand outlines for the following :

(a) Chandigarh

(b) Jhansi

(c) Gautam Gambhir

(d) Hardik Pandya

(e) Shikhar Dhawan

(f) Bhubneshawar Kumar

(g) Khan Market

(h) Jhandewalan

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