

This Question Paper consists of 2 jobs and 3 printed pages.

Code No. 53/VOC/O

Set

A

SHORTHAND WRITING (ENGLISH)

(Practical)

(415)

Time : 1½ Hours]

[Maximum Marks : 70

INSTRUCTIONS FOR EXAMINERS

1. This Question Paper consists of *two* jobs.
2. Job-I (Speed Test) is of 40 marks. The given passage is to be dictated in 5 minutes @ 80 w.p.m. After the dictation is over, 10 minutes time should be given for adjustment of typewriter and reading back the dictation. Transcription time for this job is 40 minutes.
3. Job-II (Letter) is of 30 marks. Transcription time is 20 minutes. It is to be dictated in 2 minutes @ 80 w.p.m.
4. One or two trial passage(s) of 1 minute each is to be dictated for making the students familiar with the pronunciation and voice of the Examiner. These need not be transcribed by the students.
5. A gap of 3 minutes is to be given in between the two dictations.
6. Shorthand notes of both the Jobs are to be attached to the Transcription Sheet.
7. The Question Paper should not be distributed to the students.

JOB-I

(SHORTHAND PRACTICAL TEST)

Mr. Chairman Sir, I agree that the contribution of the Railways to the General Revenues should be in the shape / of fixed dividends, but I cannot agree that the dividend should be fixed at four percent and that is / the crux of the whole report. As a matter of fact, a Committee was instituted only to go into that / matter whether the dividend payable at the present time at four percent was reasonable or not and whether **(1)** this arrangement should continue. When I say that I do not agree to the rate of dividend, I wish to / submit that enough material has not been placed in our hands to judge whether the dividend which is being fixed / will be sufficient for the needs of the people. The Committee has not examined certain vital matters concerning the administration of / the Railways and what I find is that the whole arrangement is very superficial.

It appears to me that the **(2)** Railway Administration and the Finance Administration came to an agreement and the Committee did not find it necessary, because of / the agreement between the two Ministries, to examine and go into the vital matters which affect this issue. It is / not clear how this dividend, if fixed at four percent is going to react on the working of the / Railways and particularly on the future development of the Railways, and also on the present structure of the fares and **(3)** freights. This question has not at all been examined and we do not know what reaction it is likely to / have. These are very vital matters and I think that they need a thorough examination before we can come to / correct conclusion in this matter.

As we know, there is a pressing demand for reduction in the Railway fares, particularly / for second-class passengers. This demand has been made on the floor of this House, and I think there is **(4)** great justification behind this demand, and more particularly now when we find that the prices of agricultural goods have gone / down, we will have to take into consideration the question whether the rural population which will get much lesser return / for their products now, will be able to pay the same fares and freights. I also wish to draw your / attention to the fact that the Federation of Indian Chambers of Commerce had submitted a memorandum to the Hon'ble Railway Minister in this regard. **(5)**

JOB-II
(LETTER)

Shri K. C. Khanna
C-102, Gole Market
New Delhi-110001

Dear Sir,

I am very glad that you have asked me to advise you how to open your account in / our Bank. In this connection I am to inform you that there are two kinds of account namely a savings / account and a current account. The savings account is for the person who wants to save. He pays his money / into the bank and leaves it there as long as he can and receives interest for doing so.

The current **(1)** account is quite different. It is used by those who have a sum of money in hand but who know / that they will have to pay out at least a part of this sum. Since the sum in the current / account can be withdrawn at any moment and it cannot be used by the Bank for any other purpose, the / Bank generally allows less interest on current account than on savings account. The cheque plays an important part in business today. **(2)**

Thanking you,

Yours faithfully,

(Raman Kumar Bhalla)
Branch Manager

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

Roll No.

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Code No. **53/VOC/O**

Set

A

SHORTHAND WRITING (ENGLISH)

(Theory)

(415)

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.

SHORTHAND WRITING (ENGLISH)

(Theory)

(415)

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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