



Series HMJ

SET-4



Code No. **349**

Roll No.

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Candidates must write the Code on the title page of the answer-book.

- Please check that this question paper contains **5** 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 **42** 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.

SHORTHAND (ENGLISH) (NEW)

(Theory)

Time allowed : 3 hours

Maximum Marks : 60

General Instructions :

Read the following instructions very carefully and strictly follow them :

- This question paper consists of **two** sections viz. Section A : Employability Skills and Section B : Subject Skills.*
- Section A : Employability Skills (10 Marks)**
 - Answer any **4** questions out of the given **6** questions of **1** mark each.*
 - Answer any **3** questions out of the given **5** questions of **2** marks each.*
- Section B : Subject Skills (50 Marks)**
 - Answer any **10** questions out of the given **12** questions of **1** mark each.*
 - Answer any **5** questions out of the given **7** questions of **2** marks each.*
 - Answer any **5** questions out of the given **7** questions of **3** marks each.*
 - Answer any **3** questions out of the given **5** questions of **5** marks each.*
- This question paper contains **42** questions out of which **30** questions are to be answered.*
- All questions of a particular part/section must be attempted in the correct order.*
- The maximum time allowed is **3** hours.*



SECTION A
(Employability Skills)

10 Marks

Answer any 4 questions out of the given 6 questions of 1 mark each :

1×4=4

1. Feedback is a listener's _____ . 1
 - (A) question
 - (B) response
 - (C) nature
 - (D) habit

2. _____ is a set of rules followed across the world. 1
 - (A) Business
 - (B) Service
 - (C) Etiquette
 - (D) Debate

3. _____ is an oral examination of an applicant for a job or college admission. 1

4. Who among the following is self-employed ? 1
 - (A) Shopkeeper
 - (B) Professor in a university
 - (C) Doctor in a government hospital
 - (D) Engineer in a government undertaking

5. Which of the following is an example of renewable energy ? 1
 - (A) Coal
 - (B) Solar energy
 - (C) Petroleum
 - (D) CNG

6. Give any two reasons for air pollution. 1



Answer any 3 questions out of the given 5 questions of 2 marks each : 2×3=6

- 7. What is AutoFill feature in Excel ? 2
- 8. Explain any two personality disorders. 2
- 9. What is a sentence ? What is the difference between a sentence and a phrase ? 2
- 10. What is green skill development programme ? 2
- 11. State any four characteristics of an entrepreneur. 2

SECTION B
(Subject Skills)

50 Marks

Answer any 10 questions out of the given 12 questions of 1 mark each : 1×10=10

Fill in the blanks with suitable words in the following questions :

- 12. After a down curved stroke, 'SH' should be written according to its _____ . 1
- 13. Diphones is a union of two vowel sounds occurring consecutively and pronounced _____ . 1
- 14. In-in negative word is expressed by the stroke _____ . 1
- 15. Trans is contracted in many words by omitting _____ . 1
- 16. "-yard" is represented by half-lengthed _____ stroke. 1
- 17. Contraction is a short form that contains not less than _____ strokes. 1



- 18. In shorthand writing, generally small figures one to twenty except _____ are represented by shorthand outlines. 1
- 19. Advanced phrases are formed by omission of syllables, consonants and _____ . 1
- 20. Shorthand outline for 'In reply to' is _____ . 1
- 21. Shorthand outline for 'again and again' is _____ . 1
- 22. Stroke L is employed to represent _____ . 1
- 23. Stroke _____ is employed to represent 'national'. 1

Answer any 5 questions out of the given 7 questions of 2 marks each : 2×5=10

- 24. When do you use stroke 'W' instead of semicircle ? 2
- 25. Write any 4 outlines where 'L' is written downward. 2
- 26. What will be the position of the stroke after 'Intro-' ? 2
- 27. Name any 4 suffixes and give their examples. 2
- 28. Write in shorthand : 2
 - (a) three hundred
 - (b) five hundred pounds
 - (c) six thousand
 - (d) twelve million dollars
- 29. The small circles are utilised in advance phraseography for _____ . 2
- 30. Write in shorthand: 2
Please inform us, as we can, on this subject.



Answer any 5 questions out of the given 7 questions of 3 marks each : 3×5=15

31. Write any six shorthand outlines by using prefixes 'in', 'ill'. 3
32. How is the suffix "-ward" represented in shorthand ? Write any four words in shorthand by using suffix "-ward". 3
33. Write any six shorthand outlines by using prefix 'self'. 3
34. Write any six shorthand outlines by using Phraseography. 3
35. What is the purpose of intersecting one stroke by another stroke ? 3
36. Write any six shorthand outlines by using stroke 'D' for intersection. 3
37. Write in shorthand by using the method of intersections : 3
This morning, next morning, peace conference

Answer any 3 questions out of the given 5 questions of 5 marks each : 5×3=15

38. Name any five prefixes and give two examples for each. 5
39. What is the difference between a Prefix and a Suffix ? 5
40. Explain in detail the rules for framing a good Phraseogram. 5
41. Can you omit logograms from a Phraseogram ? If so, which are the common logograms that can be omitted ? 5
42. How is the principle of intersection applied when two strokes cannot intersect each other ? Give three examples. 5