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

Roll No. | | | | | | | | | | | | | **Code No.** **64/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 question 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. **64/VOC/O**, Set **A** on the answer-book.

SHORTHAND WRITING (ENGLISH)

(Theory)

(415)

Time allowed : ***1 $\frac{1}{2}$*** *Hours]* *[Maximum Marks :* ***30***

Note : *(i)* ***All*** *questions are* ***compulsory****.*

(ii) Questions no. ***1*** *to* ***12*** *are very Short Answer Type. Their answers should not exceed 10 words each.*

(iii) Questions no. ***13*** *to* ***18*** *are Short Answer Type. Their answers should not exceed 50 words each.*

(iv) Questions no. ***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. What does the term 'Stenography' mean ? *1*

2. How many Strokes are there in Pitman Shorthand ? *1*

3. How many Vowels are there in Pitman Shorthand ? *1*

4. How is the word 'He' represented at the beginning of a Phrase ? *1*

5. In which direction is the Consonant 'R' written before the Consonant 'M' ? *1*

6. With which motion is Circle 'S' standing alone written ? *1*

7. In which direction is double consonant 'SHL' written ? *1*

8. In which direction is the Compound Consonant 'RR' (Rer) written ? *1*

9. In the beginning, in which direction is Consonant 'L' written if it is preceded by a vowel and immediately followed by horizontal strokes ? *1*

10. Write the words for which Halving Principle is used in Phraseography. *1*

11. Name the Suffix which is represented by disjoined 'ment'. *1*

12. By which Stroke is the word 'Journal' represented in writing Intersections ? *1*

13. Differentiate between Diphthongs and Diphones. *2*

14. Write any four points to be kept in mind while forming Phrases. *2*

15. Explain the rules of writing Consonant 'H' in upward and downward directions. *2*

16. How is Circle 'S' written between two straight strokes forming an angle ? *2*

17. Write any four shorthand outlines by using 'N' Hook medially. *2*

18. Write the rules of writing Consonant 'L' in downward direction. *2*

19. Explain the rules for attaching 'N' and 'F/V' Hooks to straight and curved strokes. *3*

20. Write the following Intersections and Suffixes in Shorthand : *3*

Health Department	Friendship
Medical Council	Majority
General Manager	Graveyard