



SHORTHAND (ENGLISH) (OLD) (CBSE) (MARCH 2020) (CLASS 12)



Series HMJ

SET-4



Code No. **198**

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 **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 **21** 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)(OLD) (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

Answer any **10** questions out of the following (Q. 1 – 12). Each question carries one mark :

1×10=10

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

1. Diphone is a union of two vowel sounds pronounced _____ .
2. Sometimes the syllable con-com is also written in _____ for the sake of legibility.
3. “-ings” : is represented by a _____ .
4. The stroke _____ represents Rupees in Shorthand.
5. In the short form of phrase ‘for a time’ _____ is omitted.
6. Advanced phrases may be formed by omission of _____ .

Answer the following questions in not more than 25 words each :

7. Write down the outlines of ‘Gaiety’ and ‘India’.
8. How many places are there for the semicircle ?
 - (i) Three
 - (ii) Two
 - (iii) One
9. Give two shorthand outlines illustrating that after a down curved stroke, ‘SH’ should be written according to its motion.
10. Initial com-, con- is represented by a dot. Where is the dot placed ? Give example.
11. Write down three outlines where ‘In’ before str, skr and ‘H’ (up) is represented by a small hook, written in the direction of ‘S’ circle.
12. Write down two outlines where stroke Pr. is employed to represent Professor in intersections.





Answer any 5 questions out of the following (Q. 13 – 19) in not more than 50 words each. Each question carries 3 marks : 3×5=15

13. Explain the use of medial semicircle with examples.
14. Write down any four outlines where insertion of a final vowel is essential.
15. Form outlines for the following by omitting the 'k' or 'kt' sound strokes :
 - (i) Production
 - (ii) Objection
 - (iii) Introduction
 - (iv) Prospective
 - (v) Objective
 - (vi) Destructive
16. Explain how Monetary units are represented in shorthand giving six examples.
17. What is represented by 'T' and 'D' in intersections ? Give examples.
18. How will Trans- be contracted in prefixes ? Give examples.
19. What is contraction ? Explain with examples.

SECTION B

Answer any 1 question out of the following (Q. 20 – 21) in not more than 150 words. Each question carries 5 marks : 5×1=5

20. What is the difference between a prefix and a suffix ? Explain giving three examples of each.
21. What is a Phraseogram ? Can you omit logograms from a phraseogram ? If so, which are the common logograms which can be omitted ? Give five examples.

