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    POST OF ASSISTANT TRAINING OFFICER (STENOGRAPHY-ENGLISH) IN
    TAMIL NADU EMPLOYMENT TRAINING SUBORDINATE SERVICE AND
JUNIOR TECHNICAL ASSISTANT IN TEXTILE DEPARTMENT IN TAMIL NADU
    GENERAL SUBORDINATE SERVICE.
                                    COMPUTER BASED TEST
PAPER - I - STENOGRAPHY IN ENGLISH (DIPLOMA STANDARD)
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1. Correct method of practicing shorthand outline is
(A) Practice at regular intervals
(f) Practice of an hour a day
(C) Practice three hours per week
(D) Practice two hours every alternate days
(E) Answer not known
2. The outline
 refers to
(A) Company meet
(f) Cabinet meeting
(C) Committee meeting
(D) Government meeting
(E) Answer not known
3. Which of the following statements are true?
(a) Practice note taking every week
(b) Vary your dictation matter as much as possible
(c) Always write in position
(d) Reading atleast a portion of every note taken is not needed
(A) (a), (b) and (c) are correct
(B) (b), (c) and (d) are correct
(b) (b) and (c) are correct
(D) (a), (c) and (d) are correct
(E) Answer not known
4. During note-taking, when a wrong outline has been written
(A) Increase the practice time
(B) Decrease the speed of writing
(C) Ignore the fact and go on
(D) Correct it immediately
(E) Answer not known
5. Choose the correct sentence regarding the method of note taking :
(A) Notes are taken on both sides of the book
(B) Notes are not written till the end of the page
(8) Notes are written on one side of the book
(D) Notes are written in longhand
(E) Answer not known
6. The curve ' M ' is halved and thickened for the addition of
(A) ' T ' only
(B) 'D' only
(C) P or B only
(D) P only
(E) Answer not known
7. Choose the correct outline for 'your worship' :
(A)

(B)

(C)

(E) Answer not known
8. Choose the correct outline 'executor' :
(A)

(C)

(D)

(E) Answer not known
9. The phrase "circumstantial evidence" is written correctly as
(A)

(B)

(8)

(D)
$\qquad$
(E) Answer not known
10. Nationalisation of Railways comes under the phrases of (A) Political phrases
(B) Business phrases
(C) Technical and Railway phrases
(D) Legal phrases
(E) Answer not known
11. The phrase "Houses of Parliament" is written as
(A)

(8) $\frac{f}{8}$
(C)

(D)

(E) Answer not known
12. "Leader of The House" is written as
(A)

(B)

(C) $16^{8}$

(E) Answer not known
13. Consonant " M " is intersected for the word
(f) Mark Major
(B) Money, Market
(C) Month, Mouth
(D) Many
(E) Answer not known
14. In intersections, the words "Political Party" is written as
(A)

(B)

(8)

(D)

(E) Answer not known
15. In Intersection 'TH' is employed to represent
(A) Mark
(B) Thank
(8) Authority
(D) Therefore
(E) Answer nòt known
16. In which of the following words, " M " is employed in Intersections?
(A) Entry form
(f) Low-water mark
(C) Form of bequest
(D) British Government
(E) Answer not known
17. In Advanced Phraseography, the Loop 'NST' is used for the word
(A) Honest
(b) Next
(C) Minced
(D) Danced
(E) Answer not known
18. The phrase "My Dear Sir" is written as

(8) $-\infty$
(C)

(E) Answer not known
(D)

19. In advanced phraseography, which of the following outline is not correct?
(A) Rather than


(C) Going on $\longrightarrow$
(D) Smaller than
(E) Answer not known
20. Choose the correct outline for the words :
"I will consider"
"In this manner"
(A)

i
(B)

ere

$$
\text { (6) } \frac{\square}{}
$$

$$
3
$$

(D)

(E) Answer not known
21. How is the phrase 'by all means' written?
(A)

(B)

(c)

(D) $\qquad$
(E) Answer not known
22. In which percentage, the frequent occurrence, grammalogues and contractions of pitman shorthand are occupied in a sentence?
(A) 50 to 60
(8) 60 to 70
(C) 70 to 80
(D) 80 to 90
(E) Answer not known
23. The word "Amalgamation" is written as
(A) $\Omega \sim$
(B)
$\xrightarrow{r}$
(8)

(D) $\qquad$
(E) Answer not known
24. The word "Subscription" is written as
(A)

(B)

(8) 1
(D)

(E) Answer not known
25. The word "Production" is written as
(A)


(C)

(D)

(E) Answer not known
26. Contracted outlines are generally written
(A) On the line
(B) Above the line
(C) Through the line
(D) (A), (B) and (C)
(E) Answer not known
27. Choose the correct outline for 'Imperfection':
(A)

(8) ŋ
(C)

(D)

(E) Answer not known
28. In contractions, which of the following word is formed by medial omission?
(A) Perform
(B) Thankful
(C) Satisfactory
(D) Irregular
(E) Answer not known
29. Which of the following statements relating to contractions is/are correct?
(i) ' K ' or ' G ' is omitted between ' ng ' and ' t ' or between ' ng ' and 'sh' when no vowel occurs immediately after ' $k$ ' or ' $g$ ';
(ii) Medial ' $t$ ', immediately following circle ' $s$ ' may be omitted in many words;
(iii) A prefix or suffix may not be attached to a contracted outline;
(iv) Derivatives are formed from contracted outlines by attaching a prefix or a suffix.
(A) (i), (ii) and (iii) are correct
8) (i), (ii) and (iv) are correct
(C) (i), (iii) and (iv) are correct
(D) (ii), (iii) and (iv) are correct
(E) Answer not known
30. The phrase "at the same time" is expressed by:
(A)

(8) lon
(C)

(D)

(E) Answer not known
31. In the word 'Preferment', 'ment' is expressed by using
(A) M halved N hook
(B) Stroke M, N and T
(8) $N$ halved
(D) Stroke N and T
(E) Answer not known
32. Choose the correct outline for 'tying'
(A)

(8) !
(C) $\xrightarrow{I^{r}}$
(D) $\stackrel{L^{2}}{\square}$
(E) Answer not known
33. The suffix-ment in contracted form is represented by
(A) $\sim$
8) -
(C) $\simeq$
(D) $T$
(E) Answer not known
34. Self-Com or Self con is indicated by
(A) A circle in the first place before a stroke
(D) A disjoined circle 'S' written in the position of the con dot
(C) A circle in the second place after a stroke
(D) A circle in the first place after a stroke
(E) Answer not known
35. The word 'Self-defence' is written as
(A)

(B)

(C)

(E) Answer not known
36. Match correctly the prefixes with their corresponding short forms :
(a) Accom

1. By omitting the N
(b) Intro
2. Disjoined M
(c) Magna
3. Double length intr
(d) Trans
4. Stroke K
(a)
(b)
(c)
(d)
(A) $4 \quad 3 \quad 1 \quad 2$
(B) $4 \quad 2 \quad 3 \quad 1$
(C) 243
(D) $4 \quad 3 \quad 2 \quad 1$
(E) Answer not known
5. Choose the correct outlines for the following :
6. Transgression
7. Self-control
(A)

(B)

(6)

(D)

(E) Answer not known
8. Match the following and select your answer using the codes given below :

## List I

(a) Initial com
(b) Medial com
(c) Trans
(d) Intro

## List II

1. Expressed by 'intr'
2. Formed by contracted by omitting ' $n$ '
3. Represented by a light dot at the beginning of the following stroke
4. By disjoining the form immediately following
(a) (b) (c) (d)
(A) $2 \quad 3 \quad 1 \quad 4$
(B) $\begin{array}{lllll}1 & 3 & 2 & 4\end{array}$
(8) $3 \quad 4 \quad 2 \quad 1$
(D) $4 \quad 1 \quad 3 \quad 2$
(E) Answer not known
5. Pick out the correct sentences from the following by using the codes given below :
(1) The small hook for 'in' is never used in negative words.
(2) Only joined K is used to represent accom or accommo.
(3) Self-is represented by a disjoined circle written close to the following stroke.
(A)
(1) and (2) are correct
(B) (2) and (3) are correct
(8) (1) and (3) are correct
(D) (1), (2) and (3) are correct
(E) Answer not known
6. A light dot written at the beginning of a stroke represents the sound of
(f) Com, Con
(B) Self
(C) Accom
(D) 'Ing'
(E) Answer not known
7. Choose the correct outline for
'Conversation'
(A)

(C)

(D)

(E) Answer not known
8. The outline for the word, 'Words-worth' is written as
(A)


(C)

(D)

(E) Answer not known
9. A left semicircle is written in the middle of a word to represent the sounds
(A) Nah, wo, we or their corresponding short sounds
(D) Wah, wa, we or their corresponding short sounds
(C) Waw, wo, wōo or their corresponding short sounds
(D) Waw, w $\bar{a}$, wōo or their corresponding short sounds
(E) Answer not known
10. Choose the correct outlines for the following words :
(1) Break water
(2) Weakness
(1)

(B)
(2)

(B) $\quad$ (1)

(2)

(C)
(1)

(2)

(D)

(2) 2
(E) Answer not known
11. How will you write the word 'Hunger'?
(A)

(D)
(E) Answer not known
12. Consider the following statements :
(i) All double length downstrokes are written through the line.
(ii) All double length horizontals are written on the line.
(iii) All double length upstrokes are written above or on, or through the line according to the first vowel heard.
(iv) All double length horizontals are written either above the line or on the line according to the first vowel heard.
Which of the above statement is/are correct?
(A) (i), (ii) and (iii)
(B) (ii), (iii) and (iv)
(i), (iii) and (iv)
(D) (i), (ii) and (iv)
(E). Answer not known
13. The word 'wonderful' is represented in grammalogue as
(A)

(B)

8) 


(D)

(E) Answer not known
48. When the present tense of a verb of more than one syllable is written with either double length character or a hooked form, the past tense is written with
(A) Doubling principle
(8) Halving principle
(C) Full length of the stroke
(D) (A) and (B)
(E) Answer not known
49. The correct outline for "centralisation" is
(A)

(b) $\frac{a r}{6}$
(C) $\underset{q_{0}}{ }$
(D)

(E) Answer not known
50. Which of the following statements are correct?

Doubling principle must not be applied to straight strokes unless
(1) It follows a circle or stroke consonant
(2) It has a final hook
(3) It has an attached final triphone
(4) It has an attached final diphthong
(A) 1,2 and 3 are correct
(D) 1,2 and 4 are correct
(C) 1,3 and 4 are correct
(D) 2, 3 and 4 are correct
(E) Answer not known
51. Choose the correct outline for the word 'Artificial' :
(A) そ
(B)

(6) $\because$
(D) $\mu$
(E) Answer not known
52. The outline for 'Rents' is written as :
(A)

(5) $-\infty$
(C)

(D) $\xrightarrow{M}$
(E) Answer not known
53. Halving a stroke in length indicates the addition of
(A) $t$ or th
(B) s or SH
(8) t or d
(D) f or v
(E) Answer not known
54. The word 'Fiat' should be written based on the rule of
(A) Halving a stroke in length indicate the addition of T or D
(8) When a triphone immediately precedes $t$ or $d$ halving principle is not employed
(C) In words of one syllable light stroke without a final hook or joined diphthong
(D) More distinctive outline is obtained by the use of the stroke t or d
(E) Answer not known
55. Choose the correct outlines for the following from the answers given below :

1. Sorrowed
2. Hampered
3. Twilight
(A) in

(B) $\quad 2.1$

(6) 2 1

(D)

(E) Answer not known
4. Choose the correct outline for 'dwelt':
(A)

(B)
1
(8) 18
(C) $k$
(E) Answer not known
5. The signs for rt and lt are written downward after
(A) m and ng
(b) $n$ and $n g$
(C) ing and l
(D) n and r
(E) Answer not known
6. Halving for 'T' only is made when
(1) In words of one syllable light strokes without a final hook or a joined diphthong
(B) In words of more than one syllable heavy strokes with final hook or a diphthong
(C) In words of one syllable heavy strokes without a final hook or a joined diphthong
(D) In words of more than one syllable light strokes with a final hook or a joined diphthong
(E) Answer not known
7. A single syllable heavy strokes without a final hook or joined Diphthongs are halved for
(A) Tore only
(B) ' $T$ ' only
(C) 'D' only
(D) THR only
(E) Answer not known
8. A large initial hook to ' $k$ ', ' $g$ ' represents addition of
(A) L
\& W
(C) $R$
(D) S
(E) Answer not known
9. Which of the following is represented by a large initial hook to 1 ?
(A) W
(5) Wh
(C) R
(D) T
(E) Answer not known
10. Small initial hook to $L$ represents
(A) $R$
(B) L
(c) W
(D) Wh
(E) Answer not known
11. Choose the correct strokes for the following words :
12. Imply
13. Impel
(A) $\xrightarrow{\sim}$



(C) $\stackrel{\sim}{\square}$

(D) $\stackrel{\overbrace{r}}{r}$

(E) Answer not known
14. Consider the following statements relating to 'Shun' hook :
(i) Written inside curves.
(ii) Written with left motion after fk/fg.
(iii) When added to straight strokes with initial attachment written opposite to initial attachment.
(iv) On the side opposite to last vowel when following a straight stroke without an initial attachment.
Which of the above statement is/are correct?
(A) (ii), (iii) and (iv)
(B) (i), (ii) and (iv)
(C) (i), (ii) and (iii)
(D) (i), (iii) and (iv)
(E) Answer not known
15. F/V hooks are written to straight strokes with
(A) Final Left Motion
(B) Initial Right Motion
(C) Initial Left Motion
(D) Final Right Motion
(E) Answer not known
16. Consider the statements :
(a) A small final hook struck by the Right motion adds ' $n$ ' to straight strokes.
(b) A large final hook adds ' n ' to curves.
(c) There is no f or v hook to curves.
(d) A small final hook struck by the left motion adds ' $f$ ' or ' $v$ ' to straight strokes.
Which of the statements given above is/are correct?
(A) (a) and (b) are only correct
(B) (a) and (c) are only correct
(b) (a), (c), (d) are only correct
(D) (c) and (d) are only correct
(E) Answer not known
17. Match the following with their outlines :
(a) Mention
(b) Examination
(c) Location
(d) Selection
18. 
19. 
20. 


(a) (b)
(c)
(d)
$\begin{array}{lllll}\text { (A) } & 2 & 1 & 3 & 4 \\ \text { (b) } & 2 & 1 & 4 & 3 \\ \text { (C) } & 1 & 3 & 2 & 4 \\ \text { (D) } & 3 & 2 & 4 & 1\end{array}$
(D) $\begin{array}{llll}3 & 2 & 4 & 1\end{array}$
(E) Answer not known
68. A large final hook represents :
(A) N
(B) F or V
(2) Shun
(D) T or D
(E) Answer not known
69. A small final hook struck by the right motion to straight strokes represents addition of
(1) N
(B) Shun
(C) F
(D) V
(E) Answer not known
70. After the stroke T, D, J shun hook is written
(A) Right motion
(b) On the Right side
(C) Left Motion
(D) Left side
(E) Answer not known
71. The hook ' $n$ ' and downward ' $r$ ' are used for the representation of the final syllable 'ner' when following a
(A) Straight downstroke
(B) Horizontal stroke
(8) Straight upstroke
(D) Curved stroke
(E) Answer not known
72. The consonant way and yay are not hooked Initially for the character
(A) CHAY
(B) 'RAY' RAY [R]
(C) 'P'
(D) ' T '
(E) Answer not known
73. The right curves FL, VL are used only after :-
(A) Straight down strokes and horizontals
(b) Straight upstrokes and horizontals
(C) Curved downstrokes and straight upstrokes
(D) Curved horizontals and downstrokes
(E) Answer not known
74. Choose the correct outline for the phrase 'As we can'
(A)

(8)
(D)
(C) $\xrightarrow{\square}$
(E) Answer not known
75. How is the word 'himself' written in shorthand?
(A)

(b) $\rightarrow$
(C)

(D)

76. Which of the following statements are correct?

Circle ' S ' is written

1. Inside curves
2. With the right motion when joined to straight strokes not forming an angle
3. Outside angles formed by two straight strokes
4. With the left motion when joined to straight strokes not forming an angle
(A) 1,2 and 3 are correct
(b) 1,3 and 4 are correct
(C) 2, 3 and 4 are correct
(D) 1, 2 and 4 are correct
(E) Answer not known
5. The word "honesty" is represented by
(A) $\frac{10}{1}$
(B)

(E) Answer not known
6. A large initial circle written with the same motion as the circle S , represents
(A) SS
(B) SZ
(8) SW
(D) ST
(E) Answer not known
7. 'ST' Loop may be used
(A) Initially only
(B) Initially and Medially
(C) Medially only
(5) Initially, Medially or Finally
(E) Answer not known
8. A small loop represents
(A) Str
(B) Sw
(C) St
(D) Ss
(E) Answer not known
9. "str" loops cannot be written ;
(A) When no vowel occurs in between 'st' and ' $r$ '
(B) When a lightly sounded vowel occurs between "st" and " r "
(8) When a strongly sounded vowel occurs between "st" and " r "
(D) Medially
(E) Answer not known
10. The word 'Tortuous' is written as
(A)

(B)

(C)

(D) $\qquad$
(E) Answer not known
11. The stroke ' S ' ) must be written
(A) when a vowel follows initial S
(B) when a vowel follows final S or Z
(8) when a vowel precedes initial $S$ or when a vowel follows final $S$
(D) when a vowel precedes initial S
(E) Answer not known
12. Facility, linearity and legibility are the qualities of
(A) Grammalogues
(B) Contraction
(C) Special contraction
(D) Phraseogram
(E) Answer not known
13. The name given to the principle of joining word forms together and the resulting outline is called
(1) Phraseogram
(B) Logograms
(C) Dipthong
(D) Diphone
(E) Answer not known
14. Match the following :
(a) It will be
15. 


(b) It should be
(c) It would be
(d) It may be
2.

3.

4.

(a)
(b)
(c)
(d)
(A) $2 \begin{array}{llll}\text { (A) } & 3 & 1 & 4\end{array}$
(B) $\begin{array}{llll}3 & 2 & 4 & 1\end{array}$
(C) $\begin{array}{lllll}1 & 3 & 2 & 4\end{array}$
(B) $243 \quad 4 \quad 1$
(E) Answer not known
87. In which word Tick 'the' is not used?
(A)

(B)

(D)
(8) tre
(E) Answer not known
88. When joined to $\mathrm{k}, \mathrm{m}$ and upward l strokes the sign .... may be
(A) lengthened
(B) halved
(C) doubled
(D) shortened
(E) Answer not known
89. In shorthand full stop or period is represented by
(f) A small cross like ' x '
(B) A big dot like '.'
(C) A big cross like ' X '
(D) A small circle like ' ${ }^{\circ}$,
(E) Answer not known
90. Match correctly the words with their corresponding outlines :
(a) Instruction
(b) Inscribe
(c) Instructive
(d) Inscription
1.
2. $\stackrel{2}{\square}$
3. $q$
4. $\stackrel{2}{-}$
(a)
(b)
(c) (d)

| (A) | 2 | 3 | 4 | 1 |
| :--- | :--- | :--- | :--- | :--- |
| () | 3 | 4 | 1 | 2 |
| (C) | 4 | 1 | 2 | 3 |
| (D) | 3 | 4 | 2 | 1 |

(E) Answer not known
91. Match List - I correctly with List - II and select your answer using the codes given below :

List - I
(a) Impossible
(b) Improvement
(c) Importance
(d) Myself

List - II
1.
2. $\frac{\infty}{\infty}$
3. $\rightarrow$
4.
(a)
(b)
(c)
(d)
(A) $3 \quad 4 \quad 1 \quad 2$
(B) $4 \quad 3 \quad 2 \quad 1$
(D) $2 \quad 1 \quad 4 \quad 3$
(D) $4 \quad 1 \quad 2 \quad 3$
(E) Answer not known
92. Which of the following statements regarding thin strokes are correct?
(i) They are written horizontally
(ii) They may be written downward and upward
(iii) Can be written upward only
(iv) Cannot be written downward
(A) Only (i), (iii) and (iv) correct
(B) (ii) and (iv) correct
(D) Only (i) and (ii) are correct
(D) (ii) and (iii) are correct
(E) Answer not known
93. Which of the following is correct?

Three lengths of a stroke followed in shorthand are
(A) Trible, double, half
(B) Full, trible, half
(C) Normal, half, trible
(F) Normal, half, double
(E) Answer not known
94. The consonants represented by upright or sloping curves are called
(A) Nasals
(B) Coalescents
(G) Continuants
(D) Explodents
(E) Answer not known
95. The first eight consonants, represented by straight strokes are called
(A) Explodents
(B) Continuants
(C) Nasals
(D) Liquids
(E) Answer not known
96. Consider the followings statements with reference to upward ' $R$ ':
(i) In the middle generally upward ' R ' is not used.
(ii) Before T, D, Ch, J and TH, upward ' R ' is used.
(iii) After a single straight upstroke, it is used.

Which of the statements given above is/are correct?
(A) (i), (ii) and (iii)
(b) (ii) and (iii)
(C) (i) and (iii)
(D) (ii) only
(E) Answer not known
97. In which word dot ' H ' is used?
(A) Hope
(B) Overhaul
(C) Inhuman
(D) Apprehensive
(E) Answer not known
98. ' H ' is represented by a short tick when
(A) Following strokes ' $m$ ', ' $n$ ' downward ' $r$ '
(B) Preceding strokes ' $m$ ', downward ' l ', upward ' r '
(8) Preceding strokes ' m ', l ', downward ' r '
(D) Following strokes ' $m$ ', downward ' l ', downward ' r '
(E) Answer not known
99. In which of the following words downward ' $L$ ' is not used?
(A) Overlook
(8) Unload
(C) Film
(D) Scale
(E) Answer not known
100. Which form of $L$ is written finally after strokes $n<$ and $n g$ ?
(1) Downward L
(B) Upward L
(C) Horizontally
(D) Both (A) and (B)
(E) Answer not known

