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)

- 1. Correct method of practicing shorthand outline is
 - (A) Practice at regular intervals
 - 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
 - (3) 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) 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
 - 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
 - (D' only
 - (C) P or B only
 - (D) Ponly
 - (E) Answer not known

- 7. Choose the correct outline for 'your worship':
 - (A) X
 - (B)
 - (C) \
 - M 30
 - (E) Answer not known
- 8. Choose the correct outline 'executor':
 - (A) ____
 - 8-
 - (C)
 - (D)
 - (E) Answer not known
- 9. The phrase "circumstantial evidence" is written correctly as
 - (A) L
 - (B) 6
 - of Sho
 - (E) Answer not known

Nationalisation of Railways comes under the phrases of

Political phrases

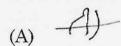
- Business phrases
- Technical and Railway phrases (C)
- (D) Legal phrases
- Answer not known (E)
- The phrase "Houses of Parliament" is written as 11.







- "Leader of The House" is written as 12.





- (E) Answer not known

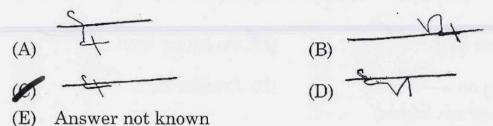
- Consonant "M" is intersected for the word 13.
 - Mark Major

(B) Money, Market

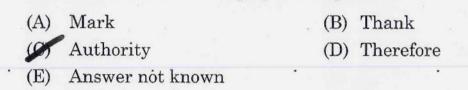
Month, Mouth

- (D) Many
- Answer not known

14. In intersections, the words "Political Party" is written as



15. In Intersection 'TH' is employed to represent



16. In which of the following words, "M" is employed in Intersections?



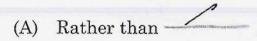
17. In Advanced Phraseography, the Loop 'NST' is used for the word

(A) Honest(C) Minced(D) Danced(E) Answer not known

18. The phrase "My Dear Sir" is written as



19. In advanced phraseography, which of the following outline is not correct?



No longer than

(C) Going on —

(D) Smaller than

(E) Answer not known

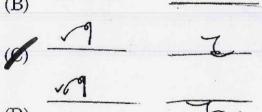
20. Choose the correct outline for the words:

"I will consider"

"In this manner"

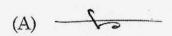




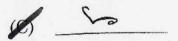


(E) Answer not known

21. How is the phrase 'by all means' written?



(B) ____



(D) _____

- 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) 25

\$ _____

- (D) ~
- (E) Answer not known
- 24. The word "Subscription" is written as
 - (A)

(B)

S S

- (D) \$\frac{1}{2}
- (E) Answer not known
- 25. The word "Production" is written as
 - (A)

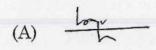
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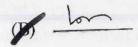
(C) 5

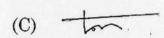
- (D) _
- (E) Answer not known

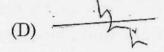
26.	Con	tracted outlines are generally written						
	(4)	On the line (B) Above the line						
	(C)	Through the line (D) (A), (B) and (C)						
	(E)	Answer not known						
27.	Cho	ose the correct outline for 'Imperfection':						
	(A)							
	(C)	$\frac{1}{2}$						
	(E)	Answer not known						
28.		contractions, which of the following word is formed by medial ssion?						
	(A)	Perform (B) Thankful						
	(0)	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 (i), (ii) and (iv) are correct						
	(C)	(i), (iii) and (iv) are correct (D) (ii), (iii) and (iv) are correct						
	(E)	Answer not known						
Stene	ograp	hy 10						

30. The phrase "at the same time" is expressed by:





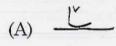




- (E) Answer not known
- 31. In the word 'Preferment', 'ment' is expressed by using
 - (A) M halved N hook
- (B) Stroke M, N and T

N halved

- (D) Stroke N and T
- (E) Answer not known
- 32. Choose the correct outline for 'tying'





- (E) Answer not known
- 33. The suffix-ment in contracted form is represented by
 - (A) -



(C) \(\simeg \)

- (D) T
- (E) Answer not known

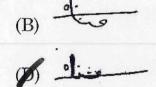
~ .	0 10 0	0 10			1
34.	Self-Com	or Self of	on 18	indicated	bv
·	COLL COLL	OI OULL			~ ,

- A circle in the first place before a stroke
- A disjoined circle 'S' written in the position of the con dot
- A circle in the second place after a stroke (C)
- A circle in the first place after a stroke
- (E) Answer not known

The word 'Self-defence' is written as 35.

(A)

(C)



(E) Answer not known

36. Match correctly the prefixes with their corresponding short forms:

- (a) Accom
- By omitting the N

(b) Intro

- Disjoined M 2.
- (c) Magna
- Double length ntr 3.

- (d) Trans
- 4. Stroke K
- (a) (b)
- (d) (c)

2

1

3

1

- (A) 4
- 1
- (B) 4

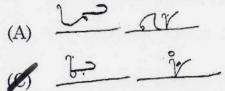
- 3
- (C) 2
- 1
- (D) 4
- 4 2
- Answer not known

3

2

37. Choose the correct outlines	for the	following:	
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- 1. Transgression
- 2. Self-control





(E) Answer not known

38. Match the following and select your answer using the codes given below:

List I List II (a) Initial com Expressed by 'ntr' 1. (b) Medial com Formed by contracted by omitting 'n' 2. (c) Trans Represented by a light dot at the beginning 3. of the following stroke (d) Intro By disjoining the form immediately 4. following

(b) (a) (d) (c) (A) 2 3 1 4 3 2 (B) 1 4 4 2 1 (D) 4 1 3 2

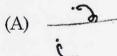
39.	Pick out	the	correct	sentences	from	the	following	by	using	the	codes
	given belo	ow:									

- The small hook for 'in' is never used in negative words. (1)
- Only joined ___ K is used to represent accom or accommo. (2)
- Self-is represented by a disjoined circle written close to the (3)following stroke.
- (A) (1) and (2) are correct
- (B) (2) and (3) are correct
- (1) and (3) are correct
- (D) (1), (2) and (3) are correct
- (E) Answer not known
- 40. A light dot written at the beginning of a stroke represents the sound of
 - Com, Con

(B) Self

(C) Accom

- (D) 'Ing'
- (E) Answer not known
- Choose the correct outline for 41. 'Conversation'



8 - E

(C)

- (E) Answer not known
- The outline for the word, 'Words-worth' is written as 42.

(C)

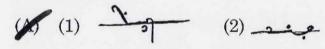
- (D) 321
- (E) Answer not known

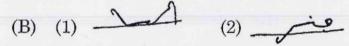
43.	A	left	semicircle	is	written	in	the	middle	of	a	word	to	represent	the
	so	und	S											

- (A) Wah, wo, we or their corresponding short sounds
- Wah, wa, we or their corresponding short sounds
- (C) Waw, wo, woo or their corresponding short sounds
- (D) Waw, wa, woo or their corresponding short sounds
- (E) Answer not known

44. Choose the correct outlines for the following words:

- (1) Break water
- (2) Weakness





(C) (1) (2) 2

(D) (1) (2) 23

(E) Answer not known

45. How will you write the word 'Hunger'?

(A) 2

B -

(C) ~

(D) -2

46.	Consider	the	following	statements	
	COMBINE	OTIC	TOTTO WITTE	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

47. The word 'wonderful' is represented in grammalogue as





(B)



(2)



(D) et

- (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

Halving principle

(C) Full length of the stroke

(D) (A) and (B)

- 49. The correct outline for "centralisation" is
 - (A) 26

of air

(C)). 7. 7. 8

- (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
 - 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) _________

(B) ·1

B 70

- (D) $\frac{\mathcal{N}}{}$
- (E) Answer not known
- 52. The outline for 'Rents' is written as:
 - (A) _________

B -

(C) __

(D) _____

17

- 53. Halving a stroke in length indicates the addition of
 - (A) torth

(B) s or SH

(tord

(D) for 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
 - When a triphone immediately precedes t or d halving principle is not employed

 - (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) 1 2 1A
 - (B) 1 1 1
 - NM & V.
 - (E) Answer not known

56.	Choose the correct outline for 'dwelt':								
	(A)	1: (B) 1c							
	(C)	(B) 7 (B) 1a							
	(E)	Answer not known							
57.	The	signs for rt and lt are written downward after							
	(A)	m and ng							
	(C)	ng and l (D) n and r							
	(E)	Answer not known							
58.	Hal	ying 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							
59.		single syllable heavy strokes without a final hook or joined hthongs are halved for							

(A) Ture only

(E) Answer not known

D' only

(B) 'T' only

(D) THR only

				,					
60.	A large initial hook to 'k', 'g' represents addition of								
	(A)	L	8 W						
	(C)	R	(D) S						

- (E) Answer not known
- 61. Which of the following is represented by a large initial hook to 1?
 - (A) W (B) Wh (C) R (D) T
 - (E) Answer not known
- 62. Small initial hook to represents
 - (A) R (B) L (D) Wh
 - (E) Answer not known
- 63. Choose the correct strokes for the following words:
 - 1. Imply
 - 2. Impel
 - $(A) \xrightarrow{\sim} \xrightarrow{\sim} (D) \xrightarrow{\sim} \xrightarrow{\sim}$ $(C) \xrightarrow{\sim} \xrightarrow{\sim} (D) \xrightarrow{\sim} \xrightarrow{\sim}$
 - (E) Answer not known

64.	Consider th	e 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)

- (i), (iii) and (iv)
- (E) Answer not known
- 65. F/V hooks are written to straight strokes with
 - Final Left Motion
- (B) Initial Right Motion
- (C) Initial Left Motion
- (D) Final Right Motion
- (E) Answer not known
- 66. 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
- (a), (c), (d) are only correct
- (D) (c) and (d) are only correct
- (E) Answer not known

67.	Ma	tch th	ne follo	wing w	vith the	eir outline	es :					
	(a)	Men	tion					1.		2		
	(b)	Exa	minatio	on				2.	_~	2		
	(c)	Loca	ition					3.	5	>		
	(d)	Sele	ction					4.	2			
		(a)	(b)	(c)	(d)							
	(A)	2		3	4							
	(BS)	2	1	4	3							
	(C)		3 .		4							
	(D)	3	2	4	1					-		
	(E)	Ans	wer no	t knov	vn							
68.	A la	rge fi	inal ho	ok rep	resents	3:						
	(A)	N				(E	3)	F or V				
	125	Shu	ın			(I))	T or D				
	(E)	Ans	wer no	t knov	vn					* %		
69.						by the	rię	ght mo	tion to	o strai	ght	strokes
	repr	N	ts addi	01011 01		(T	2)	Chun				
	(C)	F					3)))	Shun				
	(C)			4 1 a		(L	"	V				
	(E)	Ans	wer no	t Know	/II							
70.	Afte	r the	stroke	T, D,	J shun	hook is v	vri	tten				
	(A)	Righ	nt moti	on		92	5)	On the	Right	side		
	(C)	Left	Motio	n		(I))	Left sid	.e			
	(E)	Ans	wer no	t know	'n							
Stene	ograp	hv				22						
	P											

71.		hook 'n' and downward 'r' ar l syllable 'ner' when following a		sed for the representation of the
	(A)	Straight downstroke	(B)	Horizontal stroke
	(2)	Straight upstroke	(D)	Curved stroke
	(E)	Answer not known		
72.	The	consonant way and yay are no	t hoo	ked Initially for the character
	(A)	CHAY	(35)	'RAY' RAY [R]
	(C)	'P'	(D)	'T'
	(E)	Answer not known		
	•			
73.	The	right curves FL, VL are used o	nly a	after:-
	(A)	Straight down strokes and ho		
	(35)	Straight upstrokes and horizo		
	(C)	Curved downstrokes and stra	- 4	
	(D)	Curved horizontals and down	strok	ces
	(E)	Answer not known		
74.	Cho	ose the correct outline for the p	hras	e 'As we can'
	(A)		(B)	<u> </u>
	(C)	عـــــــــــــــــــــــــــــــــــــ	(D)	2
	(E)	Answer not known		
75.	How	is the word 'himself' written in	n sho	orthand?
	(A)		(B)	
	(C)		(D)	
	(E)	Answer not known		A STATE OF THE STA

23

Stenography [Turn over 76. Which of the following statements are correct?

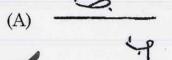
Circle 'S' is written

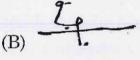
- 1. Inside curves
- 2. With the right motion when joined to straight strokes not forming an angle
- 3. Outside angles formed by two straight strokes
- 4. With the left motion when joined to straight strokes not forming an angle
- 1, 2 and 3 are correct (A)

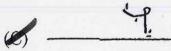
(B) 1, 3 and 4 are correct

- 2, 3 and 4 are correct (C)
- (D) 1, 2 and 4 are correct
- (E) Answer not known

The word "honesty" is represented by 77.









Answer not known

A large initial circle written with the same motion as the circle S, 78. represents

(A) SS (B) SZ

SW

- (D) ST
- Answer not known

'ST' Loop may be used 79.

> (A) Initially only

(B) Initially and Medially

(C) Medially only

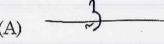
- Initially, Medially or Finally
- (E) Answer not known

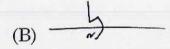
- 80. A small loop represents
 - (A) Str

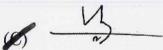
(B) Sw

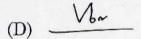
(2) St

- (D) Ss
- (E) Answer not known
- 81. "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"
 - When a strongly sounded vowel occurs between "st" and "r"
 - (D) Medially
 - (E) Answer not known
- 82. The word 'Tortuous' is written as









- (E) Answer not known
- 83. The stroke 'S' __ must be written
 - (A) when a vowel follows initial S
 - (B) when a vowel follows final S or Z
 - when a vowel precedes initial S or when a vowel follows final S
 - (D) when a vowel precedes initial S
 - (E) Answer not known

	(A)	Grammalogues		(B)	Contraction	
	(C)	Special contrac	tion	D	Phraseogram	
	(E)	Answer not kno	wn	201-		
85.		name given to talting outline is c		e of join	ing word forms	together
	(1)	Phraseogram		(B)	Logograms	
* 1	(C)	Dipthong		(D)	Diphone	
	(E)	Answer not kno	wn			
•		•			phlyr-quif lights	•
86.	Mat	ch the following	:		A .	
	(a)	It will be	1.	4		
	(b)	It should be	2. —	N		
	(c)	It would be	3. —	h		
	(d)	It may be	4.	2		

and the

Facility, linearity and legibility are the qualities of

(a)

1

(A) 2

(B) 3

(b)

2

Answer not known

(c)

1

4

2

4

(d)

4

1

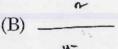
4

1

84.

87. In which word Tick 'the' is not used?





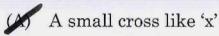


- (D) ____
- (E) Answer not known
- 88. When joined to k, m and upward l strokes the sign _ -- may be
 - (A) lengthened

(B) halved

(C) doubled

- (F) shortened
- (E) Answer not known
- 89. In shorthand full stop or period is represented by



- (B) A big dot like '.'
- (C) A big cross like 'X'
- (D) A small circle like ""
- (E) Answer not known

90. Match correctly the words with their corresponding outlines:

- (a) Instruction
- 1.
- (b) Inscribe
- 2.
- Instructive (c)
- 3.
- (d) Inscription
- 4.

- (a)
- (b)
- (c)
- (d) 1

2

- 2
- 3
- 4
- 3 4
- 1
- (C)
- 1 2
- (D)
- 3 2 1
- (E) Answer not known

Match List - I correctly with List - II and select your answer using the 91. codes given below:

List - I

List - II

- (a) Impossible
- 1.
- (b) Improvement
- 2.
- (c) Importance
- 3.

(d) Myself

4.

- (a)
- (b)
- (d) (c)
- (A) 3
- 2 1
- 3
- 2 1
- 1
- 3
- (D) 4
- 4
 - 3
- 2
- Answer not known

1

92.	Which of the following statements regarding thin strokes are correct?							
	(i)	(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						
	(0)	Only (i) and (ii) are correct						
	(D)	(ii) and (iii) are correct						
	(E)	Answer not known			1			
• 1								
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	(25)	Normal, half, double				
	(E)	Answer not known	ndi					
94.	The consonants represented by upright or sloping curves are called							
	(A)	Nasals	(B)	Coalescents				
	100	Continuants	(D)	Explodents				
	(E)	Answer not known						
95.	The first eight consonants, represented by straight strokes are called							
	(1)	Explodents	(B)	Continuants				
	(C)	Nasals	(D)	Liquids				
	(E)	Answer not known						

	(i)	(i) In the middle generally upward 'R' is not used.						
	(ii)	Before T, D, Ch, J and TH, upward 'R' is used.						
	(iii)	i) After a single straight upstroke, it is used.						
	Which of the statements given above is/are correct?							
	(A)	(i), (ii) and (iii)	(ii) and (iii)					
	(C)	(i) and (iii)	(D)	(ii) only				
	(E)	Answer not known						
				Standard del Local II.				
97.	In which word dot 'H' is used?							
	(A)	Hope	(B)	Överhaul				
	(C)	Inhuman	95	Apprehensive				
	(E)	Answer not known						
98.	'H' i	s represented by a short tick	k when					
	(A)	Following strokes 'm', 'n' downward 'r'						
	(B)	Preceding strokes 'm', downward 'l', upward 'r'						
	(2)	Preceding strokes 'm', 'l', downward 'r'						
	(D)	Following strokes 'm', downward 'l', downward 'r'						
	(E)	Answer not known						
99.	9. In which of the following words downward 'L' is not used							
	(A)	Overlook	(25)	Unload				
	(C)	Film	(D)	Scale				
	(E)	Answer not known						

Consider the followings statements with reference to upward 'R':

96.

100.	Which fo	orm of L	is written	finally	after stro	okes n —	and ng	?
			M					

M Downward L

(B) Upward L

(C) Horizontally

(D) Both (A) and (B)

.