CBSE Class 12 Shorthand (English) 2007 - Set 198

Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 3 Hours **Maximum Marks: 30**

General Instructions

(i) Answer all questions, following the internal choices provided.
(ii) Answers should be in English only; answers in other languages will be cancelled.
(iii) Answers should be specific and to the point, with examples and shorthand outlines.
(iv) Part I: Questions 1–10 carry 1 mark each.
(v) Part II: Questions 11–16 carry 2 marks each.
(vi) Part III: Questions 17–18 carry 4 marks each. Follow the word limits stated in each part.

Section I

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

1. How will you join a circle with 'r' hooked straight strokes ?

2. In which circumstances is the stroke of L doubled for the addition of 'dr' ?

3. Which suffix is represented by half Y stroke ?

4. Which prefix is represented by a dot in the beginning of a word ?

5. Give two grammalogues formed by thickened and halved stroke of N.

6. Which sound is added by halving a light stroke standing alone ?

7. How will you represent suffix 'ing' and its plural form after light down strokes ?

8. How are figures represented in shorthand ?

9. Differentiate between a logogram and a special contraction.

10. What does a small loop represent finally ?

Section II

Answer the following questions in not more than 50 words each.

11. Explain the difference between L and R hooks in straight strokes.

12. Explain two conditions in which F stroke is used in place of the F hook.

13. Explain the rules of using large circle initially and finally.

14. Which essential vowels should be used in 'far' and 'motion' to distinguish them from 'afar' and 'emotion' ?

15. State two conditions when a light stroke can be halved for 'd'.

16. What is meant by Intersection of Strokes ? How will you represent 'party' and 'society' in phrases ?

Section III

Answer the following questions in not more than 150 words each.

17. What are alternative forms of hooked strokes and why are they used ?

OR

17. What are initial large hooks ? State their uses in Shorthand.

18. Differentiate between double consonants and doubling of consonants. State two conditions in which a light stroke can be doubled for the addition of 'tr' and 'dr'.

OR

18. Define a suffix. How will you represent 'mental, 'ward', and 'hood' in Shorthand ?

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