CBSE Class 12 Shorthand (English) 2011 - Set 198/1

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. For which consonants the MP and NG strokes are doubled ?

2. Identify two conditions in which a straight stroke is doubled for the addition of tr, dr.

3. Identify two cases in which half strokes are disjoined to represent a single word.

4. Differentiate between a Prefix and a Suffix by giving suitable examples.

5. Give two circumstances in which 'shun' hook is represented by a curl.

6. Which official phrases are formed by intersecting strokes of L and N ? Give examples.

7. How will you join 'st/sd' loop with a straight stroke hooked for N. Give examples.

8. How will you write phrases 'state of affairs' and 'as a result of ' in Shorthand ?

9. What is a nasalized vowel ? How will you write 'Jhansi' by using nasalized vowel ?

10. How will you separate a first place long dot vowel from a R hooked stroke ? Give two examples.

Section II

*Answer the following questions in **25** to **50** words each :*

11. What are alternative forms of hooked curved strokes ? Give examples of each with rules of application.

12. Explain two situations in which the stroke of S is used finally giving two examples of each.

13. What are official or colloquial phrases ? Give outlines of (a) Vice-Chancellor (b) Medical Department (c) Essential requirements.

14. Define Special Contractions. Write the outlines of the following contractions (a) regular (b) destruction (c) legislative.

15. What is intersection of strokes ? How will you represent 'authority' and 'society' in official phrases ? Give two examples of each.

16. What is a Simple Contraction and how is it formed ? Give two examples of simple contractions.

Section III

*Answer the following questions in **100** to **150** words each :*

17. Define a prefix. How is it different from a suffix ? How will you represent a dot prefix and a dot suffix ? Give two examples of each with rules of application.

OR

17. Differentiate between a Prefix and a Suffix. State the rules of the use of the following prefixes and suffixes in Shorthand with two examples of each :

(a) self

(b) intro

(c) ship

(d) lessness

(e) ir

(f) un

18(1). Explain the use of essential vowels. Distinguish the following words by using essential vowels :

(a) cross-across

(b) right-aright

(c) mission-emission

18(2). How aspirated (voiced) sounds are written in Shorthand ? Write the outlines of the following words :

(a) Mathura

(b) Jhajhar

(c) Ghonda

(d) Khan

(e) Thakur

- End of Question Paper -