CBSE Class 12 Shorthand (English) 2011 - 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 about 25 words.

1. With which motion is N hook attached to straight strokes ? Give two examples.

2. Form two Simple Contractions formed by Grammalogue 'under'.

3. How will you write 5 hundred crores in Shorthand ?

4. What does the doubled stroke of NG indicate ? Give two examples.

5. Which word is expressed by st loop attached to N hooked Stroke G ?

6. What does the initial large hook on W indicate ? Give two examples.

7. Write the outline of 'Rekha' and explain how the sound 'kh' is represented in Shorthand.

8. Write two compound consonants formed by a horizontal curved stroke.

9. Write the outline of 'physician' and state the rule of application of 'shun' sound in such words.

10. Write the outline of 'selfishness' and identify the suffix or part word used in the word.

Section II

Answer the following questions in 25 to 50 words with examples.

11. What is meant by intersection of strokes ? How will you represent 'Government', 'Council' and 'Authority' in writing official phrases ? Give two examples of each.

12. What are proper nouns ? How will you write the following proper nouns in Shorthand :

(a) Gandhi

(b) Buddha

(c) Khandal

13. State the use of Essential vowels. Distinguish the outlines of 'Auditor' – 'daughter', 'motion' – 'emotion', and 'lot' – 'allot' by using essential vowels.

14. Define a Compound Consonant giving examples. Write the outlines of 'Roller' and 'poorer' and justify the reason why 'ler' and 'rer' are not compound consonants.

15. Illustrate the use of large final hook on straight strokes.

16. What are monetary units and round figures ? How will you write (a) 3 hundred Dollars, (b) four thousand, (c) 5 hundred crores in Shorthand ?

Section III

Answer the following questions in 100 to 150 words.

17(i). What are special contractions ? How are these formed ? Write outlines of

(a) perform

(b) practical

(c) university

17(ii). Illustrate the definition and use of Phrases. Write the outlines of

(a) to deal with

(b) it cannot be

(c) come across

OR

17. Distinguish between a Simple and Special Contraction. Write outlines of the following contractions and classify these as Simple contraction or Special contraction :

(a) disadvantage

(b) distinguish

(c) unprincipled

(d) unusual

(e) arbitration

18. Differentiate between a Prefix and a Suffix. State two examples of dot prefix and four examples of dot suffix, with their rules of application.

- End of Question Paper -