CBSE Class 12 Shorthand (English) 2012 - 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. Form two Simple Contractions formed by Grammalogue 'under'.

2. Write the outline of 'run' and state with which motion N hook is attached with straight strokes.

3. How will you write ₹ 2 hundred crores ?

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

5. Write the outline of 'against' and state the rules of using '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 'Surekha' and explain how the sound of 'kh' is represented in Shorthand.

8. Write two compound consonants formed by a horizontal curved stroke M with rules of application.

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

10. Write the outline of 'carelessness' and state the rules of application.

Section II

Answer the following questions in 25 to 50 words each :

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

12. Define a proper noun. Write the outlines of the following proper nouns with their rules of application in Shorthand – (a) Khadi (b) Sudha (c) Chhattisgarh.

13. Write the outlines and state which essential vowel is used to distinguish between the 'light' – 'alight'; 'auditor' – 'daughter'; 'motion' – 'emotion', and 'lot' – 'allot'.

14. Define a Compound Consonant. Write the outlines of 'roller' and 'poorer' and explain why 'ler' and 'rer' are not compound consonants.

15. Illustrate the rules of application of the large final hook on straight strokes.

16. How are monetary units and round figures represented in shorthand ? How will you write

(a) 3 hundred Dollars,

(b) Rupees four thousand,

(c) 5 hundred crores in Shorthand.

Section III

Answer the following questions in 100 to 150 words each :

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

(a) advantageous

(b) distinguished

(c) unprincipled

(d) respected

(e) unusual

(f) arbitration

(g) inefficient

OR

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

(a) perform

(b) practical

(c) university

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

(a) to deal with

(b) it cannot be

(c) come across

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

- End of Question Paper -