CBSE Class 12 Shorthand (English) 2016 - Set 198/1

Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 2 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 with shorthand outlines in less than 25 words each :

1. How will you represent suffix 'ings' and its singular form after light down strokes ?

2. Which official phrase is represented by D stroke ?

3. Which official phrase is represented by N stroke ?

4. Give two grammalogues formed by thickened M in the first and second places.

5. Write the outline of 'supreme' stating the relevant rule of using circle S initially.

6. State two cases in which the stroke of L is doubled for the addition of 'tr' and 'dr'.

7. Write the outlines of Rahim and Rahmat stating the rule followed for writing the same.

8. Write the outline for 4000 million in Shorthand stating the relevant rules of representing monetary units.

9. Differentiate between a Logogram and a Simple Contraction.

10. Which consonant is added by cutting a stroke in the middle ?

Section II

Answer the following questions in less than 50 words each :

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

12. Identify two conditions in which V stroke is used in place of the V hook.

13. Illustrate the rules of representing 'Government' and 'Bank' in Official or colloquial phrases.

14. Write the outlines of 'far' and 'motion' and state which essential vowels are used to distinguish them from 'afar' and 'emotion'.

15. State two conditions in which a dark stroke can be halved for 't' or 'd'.

16. Write the outlines of 'state' & 'stated' and 'mist' & 'midst' stating the size of loop st/sd in straight and curved strokes.

Section III

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

17. What are initial large hooks ? State four examples of their uses in Shorthand with rules of application.

OR

17. What are alternative forms of hooked strokes and when are they used ? State three cases giving examples and outlines.

18. Define a suffix. How will you represent 'mental', 'ward' and 'hood' in Shorthand ? State rules giving for each two examples with outlines.

OR

18. Distinguish between Logogram, Grammalogue and Special Contraction giving two examples of each.

- End of Question Paper -