

**08173****V**

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No.

**SHORTHAND, CORRESPONDENCE AND  
DATA ENTRY ON COMPUTERS****Paper - I (English Version)****MODEL QUESTION PAPER****(For the Academic Year 2021-22 only)****Time : 3 Hours****Max. Marks : 50****Section - A****10×2=20****Note:** (i) Answer **ANY TEN** questions. (ii) Each question carries **TWO** marks.

- I.**
1. Define 'Consonant'.
  2. Define Vowel.
  3. What is an Intervening Vowel?
  4. Define Diphthongs? What are they?
  5. Define Triphone.
  6. Write about abbreviated 'W'
- (or)
- What is Right semi circle?
7. What is Phraseography? What are the good qualities of Phraseography?
  8. Write about circle S and Z giving suitable examples.
  9. How are large circles used in Phraseography?
  10. Write about 'ST' loop give examples.
  11. How the 'R' hook to straight strokes?
  12. How is 'N' hook used in phraseography?
  13. How the Shun hook is used?
  14. When is upward 'H' used? Give Examples.
  15. Write about upward and downward 'R'. Give examples.

### Section - B

**II.** Write the outlines for the following words for **ANY TEN. 10×1=10**

- (a) any                      (b) which                      (c) put                      (d) you  
(e) had                      (f) can                      (g) you may be                      (h) I think  
(i) Several                      (j) shall                      (k) to be                      (l) it will be  
(m) we                      (n) this                      (o) have

**III.** Write the following **ANY ONE** passage in shorthand. **1×20=20**

1. If-you-can put me up for a week in August, I-shall-be ready to-go and stay with-you. You-can-have as much walking as you-like. I-shall-be at-your disposal at almost any hour, and-as I-am a rare walker myself, I-think I-can say you-will-have all-the exercise you wish. You ought-to be a different fellow when I-leave, if-you-will-be influenced by-me. I-think I-can give-you a mile in six and beat you. I-have-had some talk with young Lord Robson several-times in-the past week, and he says you-can-do five miles an hour. Those-who saw you last autumn and-know what you-can-do, all say-the same thing. This-is all I-know as to-your form. But-we-shall-see for ourselves.
2. Dear Dr.Fry,  
By-all-means, apply to-my people to-tell-you of-my travels during-the past three years. I-believe it-will-be difficult for-you to-believe all-they-will-tell-you, because-it-is almost beyond belief. They-will-tell-you a very attractive story, all-the more striking because of-its truth. If-you-leave your call till next month, there-may-be more to-tell-you, and-the news items may-be equal to anything. You have read. Every-day brings before-me circumstances unknown to-me before, and every-circumstance is singular in itself. It-is very difficult for-me to be surprised at anything now. I-am-surprised at nothing at-all, nor-do I-think there-is anything to surprise me, because my-life during-the past few years has brought me so-many surprises from all quarters.