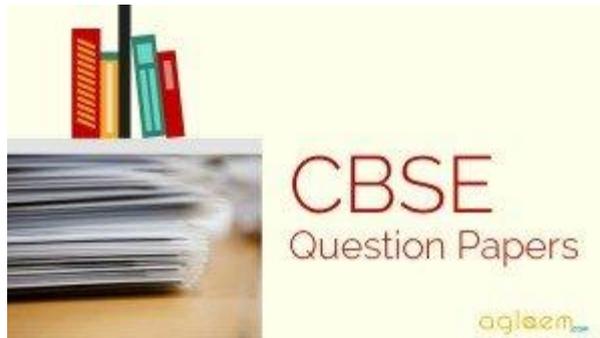


Central Board of Secondary Education

## **Question Papers 2014**

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Series : OSR/1

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Candidates must write the Code on the title page of the answer-book.

- Please check that this question paper contains 2 printed pages.
- Code number given on the right hand side of the question paper should be written on the title page of the answer-book by the candidate.
- Please check that this question paper contains 18 questions.
- **Please write down the Serial Number of the question before attempting it.**
- 15 minutes time has been allotted to read this question paper. The question paper will be distributed at 10.15 a.m. From 10.15 a.m. to 10.30 a.m., the students will read the question paper only and will not write any answer on the answer-book during this period.

## SHORTHAND (ENGLISH)

### (Theory)

Time allowed : 3 hours ]

[ Maximum Marks : 30

- Instructions :**
- Answer **all** questions.
  - Answers should be in English only, otherwise the answers will be cancelled.
  - Answers should be specific, to the point, with examples and Shorthand outlines.

### PART I

Answer the following questions in less than 25 words with outlines :

- How will you represent suffix 'ing' after 'treat' and 'pay' ? Give rules of their writing with words and outlines. 1
- Which word is represented by intersecting a stroke by D ? Give examples. 1
- Explain with example the representation of 'national' in phrases. 1
- Give 2 grammalogues formed by thickened and halved N stroke in the first and second places. 1
- Write the outlines of 'condensed' and 'compensation' and state the rules of writing them. 1
- Illustrate two words in which the stroke of L is doubled for the addition of 'tr' and 'dr' with outlines. 1
- Write the outlines of Mahima and Rahman with rules of writing. 1
- Write the outlines for 4000 million in Shorthand stating the rule of representing monetary units. 1

9. Differentiate between a Grammalogue and a Simple Contraction. 1
10. Which consonant is added by cutting a stroke in the middle ? Give 2 examples with outlines in support of your answer. 1

### PART II

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

11. Explain the use of essential vowels. Write the outlines of – illicit, elicit, accept, with rules of their representation in Shorthand. 2
12. Explain two conditions in which F and V strokes are used in place of their hook, with 2 examples of each. 2
13. Illustrate the rules of representing ‘Government’ and ‘Bank’ in official or colloquial phrases by giving examples. 2
14. Write the outlines of ‘far’ and ‘motion’ and state which essential vowels are used to distinguish them from ‘afar’ and ‘emotion’. 2
15. State two conditions in which a dark stroke can be halved for ‘t’ or ‘d’. 2
16. Write the outlines of ‘state’ & ‘stated’ and ‘mist’ & ‘midst’ stating the size of loop st/sd in straight and curved strokes. 2

### PART III

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

17. Write the following in shorthand :
- |                        |                       |   |
|------------------------|-----------------------|---|
| (a) for the first time | (b) carried on        | 4 |
| (c) I do not have      | (d) I did not have    |   |
| (e) Scheduled Castes   | (f) Indian Government |   |
| (g) on the table       | (h) you will not be   |   |

**OR**

- (I) What are alternative forms of hooked strokes and why are they used ? State 2 rules of right curves of thr, fr, vr, ther with outlines. 2
- (II) Write the outlines with rules of application of the following proper nouns : 2
- |              |                  |
|--------------|------------------|
| (a) Ram Nath | (b) Yogendra Jha |
| (c) Sania    | (d) Saina        |
18. Define a suffix. How will you represent ‘mental’, ‘ward’ and ‘hood’ in Shorthand ? State rules with 2 examples and outlines. 4

**OR**

Differentiate between a Simple Contraction and Special Contraction, by giving their rules with examples of each and Classify the following words in the 2 categories : Outcome, income, objectionable, dis-belief, regular, arbitration.