

TED(15) 1144

Reg.No.....

(Revision-2015)

Signature.....

FIRST SEMESTER MODEL EXAMINATION IN COMMERCIAL
PRACTICE NOVEMBER 2017

SHORTHAND ENGLISH-THEORY I

Maximum marks: 100)

(Time: 3 hours)

Note; . Every rule in Part-B must be followed by at least one outline as
Example. Use pencil for writing the outlines.

PART - A

I. Answer *all* questions. Each question carries 2 marks. Marks

1. Differentiate 'ST' and 'STR' loop.
2. Define double consonants like pr, Pl etc.
3. Describe **S** before straight strokes hooked for **R**
4. Mention the use of **SHUN** hook, when following a straight strokes with an initial attachment.
5. State the rules of Dot H. (5x2=10)

PART -- B

II. Answer *any five* questions. Each question carries 6 marks.

1. State the difference between place and position.
2. Describe the rules regarding Circle S
3. State the difference between Diphthongs and Triphones
4. State the rules regarding Aspirate in Pitman Shorthand.
5. Describe the rules regarding N and F/V hooks to straight and curved strokes.
6. Explain the rules regarding Upward and downward R.
7. Describe how SHUN hook is added to straight strokes and curved strokes.

(5x6=30)

PART - C

(Answer all questions from the following)

III. Correct the following mis-spelt words:

1. greatful
 2. Shoval
 3. Misissippi
 4. Gallary
 5. Acadamy
 6. Ingenous
 7. barister
 8. Piecefully
 9. Privilege
 10. Gazete
- (10x ½=5)

IV. Name the person:

Marks

1. Planning Commission Chairman
2. Solicitor General of India
3. Chairman, Kerala Public Service Commission
4. Lok Sabha Speaker
5. Election Commissioner of india.

(5x1=5)

V. Give outline for the following:

1. Roam
2. Information
3. Deliver
4. Gradation
5. Science

(5x1=5)

VI. Write the phraseogram:

1. What can be
2. I have been
3. Dear Sir
4. If he were
5. By all means

(5x1=5)

VII. Write a letter to your friend inviting her to spend the holidays with you . 5

VIII. Write a paragraph of about 100 words on any of the following:

1. Tourism in Kerala
2. My favorite Hobby
3. An excursion

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IX. Give summary of about 100 words for the following passage:

India celebrates every year on 15th August, her Independence day. On this date in 1947 india was reborn as a free country.

Every year on the 15th August, a speech is delivered by the Prime Minister from the ramparts of the Red Fort in Delhi, after the unfurling of the national flag soon after it is unfurled in public institutions all over the country and the radio and television coverages of the occasion.

It is a historic day. In their own interest the British rulers of India had introduced railways a network of metaled roads power-driven means of cheap and quick transport, English education, legislatures, a well-equipped army, a judiciary, a body of well-trained executive officers, a post and telegraph system, civil aviation, an air force, a police force and many other institutions. Allthese also proved serviceable in making India a well-knit and united country. Without these India

would have remained medieval and unified, they have proved useful for the political unity of India.

Yet we have the Indian Constitution generally peaceful elections, five year plans, the expansion of Indian trade and industry'; many creditable achievements of our scientists, engineers and technologists and a raise in the standard of living. Agriculture is also looking up in free India. India is now on the political map of the world and has a voice in matters of international importance. We have stated our claim for a permanent seat in the security council of the UNO.

The Independence day each year, reminds us of our duties to our dear motherland. She was great in the past and shall be great again in future, there are always hurdles in the path of progress.

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X. Write in shorthand

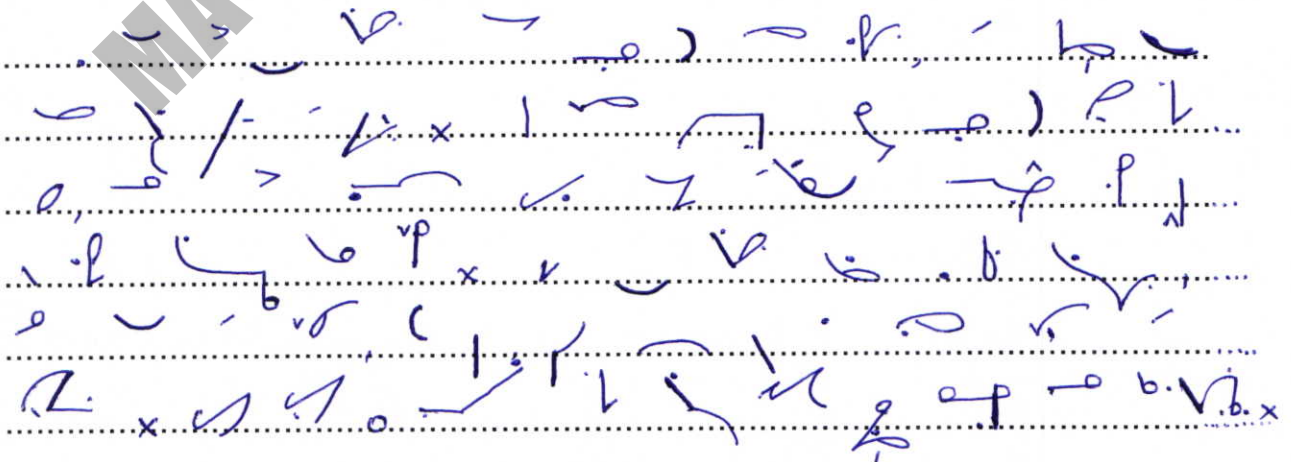
Dear sir,

Thank you for yours of the first of April, and for mailing me your price lists and samples of blue and black inks and glue in the several sizes of bottles. I think the labels are better and brighter now. I shall give the samples a fair trial during the next few weeks, and, if suitable I may be able to stock a large number of the smaller sizes. As I think you know my principal business is with legal offices, and, as you will agree, it is essential to offer them only first class inks.

Yours truly,

10

XI. Write into longhand.



The image shows a series of horizontal lines representing shorthand notes. Each line contains various symbols and characters, many of which are accompanied by small arrows indicating the direction of the pen strokes used to create them. The symbols include letters, numbers, and abstract shapes, some of which are repeated or modified. The handwriting is in blue ink on a white background with horizontal ruling lines.



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