

Code No. **14 Y**

**COMMERCE EXAMINATIONS**  
**ENGLISH SHORTHAND**  
**INTERMEDIATE GRADE – II Paper**  
**( Principles, Transcription & Elaboration of Notes )**

**January, 2018**

{ Time : 2 Hours  
Max. Marks : 100

*Instructions to the candidates :*

1. Both parts are compulsory.
2. Do not write your name / registered number anywhere in the answer paper.

**PART – I**

1. Define the Compound Constants with suitable examples. 10
2. Define Circle and Loops preceding initial hooks with suitable example. 8
3. Write correct shorthand outlines for any *six* of the following words :

6 × 1 = 6

- a) Recognized
- b) Patience
- c) Condensed
- d) Perhaps
- e) Retired
- f) Victims
- g) Landless
- h) Plaintiff.

[ Turn over

4. Write correct phraseograms for any *six* of the following phrases :  $6 \times 1 = 6$
- a) His last letter
  - b) For you will have
  - c) And if it is not only
  - d) I shall be able to make
  - e) In the court of
  - f) Court of criminal appeal
  - g) Centre of city
  - h) Historical place.

5. Write the following passage in the phonographic style as per the shorthand principles : 20

India is a country where a lot depends upon the moods of monsoons. This is truer in for the agriculture sector. A large part of the arable land in India is rain fed. If monsoon fails the budget goes out of control. There are a lot of plans which try to decrease this dependency on monsoon. One such project is river water linking or National Water Grid. Lot of talks has been going about this project. Many view that the linking of water-surplus of Everest Rivers will solve the water-scarcity of India.

The positive aspect of this project is that it would increase irrigation and generate power to solve the country's major problems. There was a time when India went with a begging bowl to seek food aid. But river water inter linking project is not without its essential parts. Arresting the natural flow of rivers on this gigantic scale could destroy the mangroves in many delta regions. Once this process is disrupted, the richest fishing grounds in South Asia could become a part of history. Due to the disturbance of the delicate water balance of the area salinity would also make increase and in the process destroy thousands of hectares of arable land.



**PART – II**  
**( Elaboration )**

( Answer *all* questions. )

3 × 10 = 30

1. The Managing Director of Index Visual Bureau of India, School of Animation, Near Banneurghatta National Park, Bangalore invites applications for the post of Asst. Faculty through the English Daily on 18-9-2016. The Candidate should be a graduate in Computer Engineering or M.C.A. with 3 years Teaching experience in any Computer Institution.

**PREPARE AN APPLICATION AS A CANDIDATE.**

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2. The Manager, Vaibhav Decorators & Shamiyana Suppliers, Old Mysore Road, Bangalore write a letter to Sri Suryanarayan, "Sanathan Nilaya, B. H. Road, Shimoga, regarding construct and decorate the temporary wedding hall at their home place about five thousand square feet in front of their home. He assure them arrange colourful light arrangement to throughout building, video coverage & still photos of whole function by an experienced cameraman with using high-tech visual and sound devices and arrange live display of whole function on 2 wide screens at inside and outside the building, provide comfortable cushion chairs, grand welcome to the invitees by smart lady receptionists, supply taste and cheapest meals as per the menu enclosed. For further facilities they send their art Decorator and other technicians at wedding hall to inspect weeding place and fulfil their requirements.

**PREPARE A BUSINESS LETTER.**

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3. The Member Secretary of Karnataka State Water Supply and Sewerage Board, Bangalore was invited as a Chief guest by The President of 'Global Green Army Organization' Bangalore hold a Seminar on 'Save Green Protect Ozone' to create awareness in public on 5th February, 2016 at premises of Bangalore University. But he expressed his inability to participate in the program due to prior official engagements, but blessed all the success to the Seminar and wishes a great participation and co-operation from the public. The seminar to be inaugurated by Sri Madappa, Chief Conservator of Forest, Aranya Bhavan, Bangalore. For the above programme he invited the Secretary to Govt., Health and Family Welfare Department, Bangalore as a Chief Guest.

**PREPARE AN ACKNOWLEDGEMENT.**

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