

**COMMERCE EXAMINATIONS**  
**ENGLISH SHORTHAND**  
**JUNIOR GRADE – II Paper**  
**( Principles & Transcription )**

**January, 2018**

{ Time : 2 Hours  
{ Max. Marks : 100

*Note : i) Answer should be brief and to the point.  
ii) Figures to the right indicate marks allotted to the question.*

1. Uses of St loop at end of the stroke & St loop or Str loops not employed. 8
2. Define Phraseography with suitable examples. 8
3. Define N & F V hooks with suitable examples. 8
4. Write short notes on any *three* of the following : 3 × 2 = 6
  - a) Vowel indication in Compound words
  - b) Using Prefix *in-* in negative words
  - c) Differences between ray and stroke ch
  - d) 3 qualities to obtain best phraseogram
  - e) Suffix 'ings'.
5. Write any *five* of following words in phonographic style : 5 × 1 = 5
  - a) Intimation
  - b) European
  - c) Slightly
  - d) Nearest
  - e) Scrawl
  - f) Debenture
  - g) Grand
  - h) Nomination.

[ Turn over

6. Write correct phraseograms for any *five* of the following phrases :  $5 \times 1 = 5$
- a) First class fare
  - b) Under section
  - c) Head of the
  - d) Close picture of
  - e) We are great pleasure
  - f) Near the river
  - g) Answer has to be
  - h) Most important person.

7. Write the following passage in phonographic style as per the shorthand principles : 30

Dog is faithful animal. From many angles, it is proved that animals are our friends. We establish intimacy with them by keeping them as our pets. Sometimes they are kept in cages. There are some pet animals who are allowed to stay with us freely. Both, animals and birds can be our pets.

Dog is a faithful animal. Probably, it is the most faithful of all. It plays the role of a watchman. It guards our houses constantly. When it finds that its master's life is in danger, it comes to his rescue. Our friends may turn faithless. But our pet dogs can never be faithless.

Cat is another pet animal. Most people keep cats as pets for the sake of fashion. In spite of it the merits of cat as a pet animal cannot be denied. When our houses are ravaged by rats, cats help us. They kill all the rats and thus save our food grains from ruin.

Some people keep monkeys as pets. Their chief intention is to get pleasure, because monkeys are not as helpful as dogs or cats. Children play with them. Some people teach them different tricks which are utilized as means of income.

8. Transcribe the following into Longhand form.

30

۱۔ ۱۰۰ روپے کی قیمت پر ایک گاڑی خریدی گئی۔  
 اس گاڑی کی قیمت میں ۱۰٪ ٹیکس لگایا گیا۔  
 اس گاڑی کی قیمت میں ۱۰٪ ٹیکس لگایا گیا۔  
 اس گاڑی کی قیمت میں ۱۰٪ ٹیکس لگایا گیا۔  
 اس گاڑی کی قیمت میں ۱۰٪ ٹیکس لگایا گیا۔  
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 اس گاڑی کی قیمت میں ۱۰٪ ٹیکس لگایا گیا۔

۲۔ ایک شخص نے ۱۰۰ روپے کی قیمت پر ایک گاڑی خریدی۔  
 اس گاڑی کی قیمت میں ۱۰٪ ٹیکس لگایا گیا۔  
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