

Code No. **14 Y**

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

July, 2015

{ Time : 2 Hours
Max. Marks : 100

(Both Parts are compulsory)

PART – I

1. Explain with suitable examples when halving principle is *not* employed. 8
2. Explain with suitable examples how the advanced phrases are formed
(a) by omission of Consonants, syllables and Logograms, (b) by using
halving principle. 10
3. Write correct shorthand outlines for any *six* of the following words :

6 × 1 = 6

- a) Extenuation
- b) Ransom
- c) Gravity
- d) Nullify
- e) Blanket
- f) Preferment
- g) Deservingly
- h) Irradiance.

[Turn over

4. Write correct phraseograms for any *six* of the following phrases : $6 \times 1 = 6$
- a) Capital Liability
 - b) Stocks and Shares
 - c) Act of Parliament
 - d) By Passenger Train
 - e) By return of Post
 - f) United Kingdom
 - g) United States
 - h) My Hon'ble friend.

5. Write the following passage in the reporting style of phonography : 20

Dear Sir,

In our opinion, a book dealing with your duties in all parts of the world would be of great interest. We can assure you that it appears that a book of this kind would find readers in various parts of the country, if not many parts of the world.

I can say that for my part you may rest assured you have my support, but, in order to be sure that the Directors of this corporation agree to the project, it is necessary for us to have more details. Kindly let us know to which parts of the world you have been and how far your duties enabled you to travel to different parts of the countries you visited.

In order that we may assess the length of the book, may we know if you have any photographs to include ? It would appear that there is some possibility that we could supply general views of certain parts and if they are available, we shall use them but there are other parts on which we have no material at all.

As soon as we have a decision from the corporation, we shall at once let you know.

Yours truly,

6. Transcribe the following passage into Longhand :

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Handwritten musical notation on a five-line staff. The notation includes various rhythmic values (quarter, eighth, and sixteenth notes), rests, and bar lines. The music is written in a style characteristic of Indian classical music transcriptions, with some notes having vertical stems and horizontal flags. There are several measures of music, some starting with a sharp sign (#) and others with a double bar line. The handwriting is fluid and somewhat cursive.

[Turn over

PART – II(Answer *all* questions)

3 × 10 = 30

1. Vittal Dresses, Gandhi Bazaar, Basavanagudi, Bangalore announces 30% discount sale on their entire section of latest Ladies and Kids wear. Also 20% discount for Gents were. Discount is only for one week from 5th January to 11th January, 2014. Rush before offer closes.

PREPARE AN ATTRACTIVE ADVERTISEMENT.

10

2. LB Publishers, M.G. Road, Bangalore wants one Accountant with Degree in Commerce, knowledge of Stenography and Type-writing essential. Preference for candidates having two years experience in the same line. A lumpsum salary of Rs. 10,000/- p.m. is offered to the selected candidate.

PREPARE AN APPLICATION FOR THE ABOVE POST.

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3. The Shorthand Writers' Association of Karnataka, Cubbonpet Main Road, Bangalore is arranging Prize Distribution function to rank holders in their Annual Shorthand Speed Competitions – 2013 on Sunday, the 5th January, 2014 at 6 PM at the Association premises. Sri Gururaj, Sr. ADPI, Karnataka Secondary Education Examination Board, will be the Chief Guest and distribute prizes. Hon. President of the Association will preside.

PREPARE AN INVITATION.

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