

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

July, 2015

{ 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. How circles S & Z are used in writing the outlines ? Explain with necessary examples. 8
2. Explain how the sound 'shun' is represented in shorthand with suitable examples. 8
3. Explain with examples, how RT & LT; 'rd'; 'st' and joining of strokes of unequal lengths are employed in writing the shorthand outlines. 8
4. Write short notes on any *three* of the following : 3 × 2 = 6
 - a) Difference between consonants — 'chay' and 'ray'
 - b) Explodents
 - c) Size of strokes
 - d) Abbreviated 'w'
 - e) Figures except principal monetary units
 - f) Circle S added to F-V hook.
5. Write correct shorthand outlines for any *five* of the following : 5 × 1 = 5

a) vulgar	b) overlook
c) eventually	d) successor
e) parsnip	f) misapprehend
g) fluctuation	h) painful.

[Turn over

6. Write correct phraseograms for any *five* of the following phrases : $5 \times 1 = 5$
- a) So as to make
 - b) In all circumstances
 - c) Would not be
 - d) Difference of opinion
 - e) Again & again
 - f) Bear in mind
 - g) In connection with
 - h) I am very glad.

7. Write the following matter in shorthand employing suitable phrases wherever necessary : 30

Here is an uncomfortable statistic that will pile more guilt on busy, stressed and struggling working parents — one out of five patients walking into the Bangalore based National Institute of Mental Health and Neuro Sciences for psychiatric and counselling help, is a toddler. With many parents — both professionals and businessmen — fighting to keep their jobs or spending increasingly longer and stress filled hours at work, children are being starved of the time, attention and care needed. This is leading to a steady trickle of emotionally troubled toddlers aged five and below say doctors from mental health centres. In fact, they also opine that the child could not recognize any familiar faces including that of his parents because they were hardly around the child, passed on from one set of caretaker parents to another by terrible throwing who have multiple figures of authority and each one with a different parenting style which confuses the children and thereby suffer from learning disorders and attention deficit disorders. Children react to stress and strain, when parents worry about losing jobs and paying debts, it has an adverse effect on the child, fancy toys, gadgets and baby sitters cannot fill the void left by parents.

8. Transcribe the following into Longhand.

30

Handwritten musical notation on a five-line staff. The notation includes various rhythmic values such as eighth and sixteenth notes, rests, and beams. There are also some markings that appear to be lyrics or performance instructions written in a cursive script below the notes.

Handwritten musical notation on a five-line staff, continuing from the previous section. It features similar rhythmic patterns and includes some illegible handwritten text below the notes.

