

Code No. **14 Y**

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

**June, 2016**

{ 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. Explain how general contractions are formed with examples. 10
2. Explain with suitable examples how shun hook is employed. (Only the first five as appear in the chapter) 8
3. Write correct shorthand outlines for any *six* of the following words :

$6 \times 1 = 6$

- a) Offspring
- b) Protectionist
- c) Champion
- d) Illimitable
- e) Artificial
- f) Daughter
- g) Instrument
- h) Inhumanity.

[ Turn over

4. Write correct phraseograms for any *six* of the following phrases :  $6 \times 1 = 6$
- a) Monday evening
  - b) Fact of the matter
  - c) On either side
  - d) On which it has been
  - e) At all events
  - f) There must have been
  - g) I am certain that you are
  - h) I trust not.

5. Write the following passage in the reporting style of phonography (English Shorthand) : 20

The Manager,

We thank you for your communication of thirty first ultimo together with a Cheque of Rupees Twenty Thousand towards balance of amount for the last consignment. Now, we also would like to inform you that we are introducing a clearance sale of our leather items as it has become necessary for us to dispose the same so as to help roll out the manufacturing process. In this connection, we are herewith enclosing latest price list and colour photos, which determines your buying needs. We also enclose herewith a catalogue which describes the different items and models, fully, by coding therein. In order to enable you to make a selection, we are also sending per passenger train a few samples of the different leather items that we can offer. We would be glad if you could quote the code number along with your order, so that there will not be any confusion in selecting and delivering the same.

As this is our clearance sale, we are giving a special discount on this occasion. We hope you will take advantage of this special offer and favour us with your valuable orders which will receive our immediate response.

Thanking you,

6. Transcribe the following passage into Longhand :

20

The image shows ten staves of handwritten musical notation. The notation is written in black ink on a white background with horizontal lines. It consists of various notes, rests, and symbols, including some that look like 'x' and 'p'. The handwriting is somewhat cursive and appears to be a student's attempt at transcribing a passage. The notation is spread across the staves, with some notes extending above and below the lines. There are also some double slashes and other symbols interspersed throughout the piece.

[ Turn over

**PART – II**  
**( Elaboration )**

( Answer *all* questions )

3 × 10 = 30

1. **Abhyudaya Constructions**, Uttarahally, Bangalore, requires a Civil Engineer. Incumbent should possess Degree in Civil Engineering. Job demands total involvement in promoting of civic or commercial sites / flats, should be able to supervise all construction works undertaken, must assist in selling the plots or flats, have good liaison for Plans, Estimates, assisting for loans, strengthening customer network, should be below 30 years of age. Salary commensurate with experience and aptitude.

**ASSUMING THAT YOU POSSESS THE ABOVE QUALIFICATION AND EXPERIENCE PREPARE AN APPLICATION FOR THE ABOVE JOB, AS PER THE FORMAT.** 10

2. **M/s. VIJETH Traders**, dealers in used two-wheeler vehicles, Srirampuram, Bengaluru, writes letter to one Mr. Sushruth, Sheshadripuram, Bengaluru, who enquired about the availability of the vehicle. At present, Fazer, Shine, Unicorn, Sport, under Bikes category, are available for sale, with change of registration with RTO to this name. Any other Bikes required also can be inspected with prior intimation. Direct contact with the seller and sales against seller's price, subject to a commission @20% on the sale value for facilitating sales.

**PREPARE BUSINESS LETTER, AS PER THE FORMAT.** 10

3. **The ARYA VYSYA OFFICIALS' & PROFESSIONALS' ASSOCIATION**, Bengaluru, conducted Matrimony Meet in the last month which facilitated Arya Vysya Community for selecting their suitable life partner. In this connection, the CD containing the profiles, about 400 in number of brides and bridegrooms are available at the AVOPA Office (Ph: 080-26571709) between 10:30 a.m. and 1:00 p.m. and 5:00 p.m. and 7:00 p.m. on week days. The cost of the CD is only Rs. 500/-. Very few are available. You may have the CDs on copy, but you may lose your chance and opportunity to hunt at the appropriate time for a life partner. So, rush to grab the opportunity. RESERVE and RESTRAIN others to cross your reach.

**PREPARE ADVERTISEMENT.** 10

