

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

June, 2016

{ 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. Explain how the words — he, much, were, him and the, are written in phrases with suitable examples. 8
2. Under what circumstances the consonant upward and downward 'Sh' is written ? Explain with suitable examples. 8
3. How the terminations (a) -ality, etc. (b) -logical-ly, (c) -ship and (d) -ward, -wart, -wort & -yard are written in shorthand ? Give suitable examples. 8
4. Write short notes on any *three* of the following : 3 × 2 = 6
 - a) Definition of a vowel
 - b) Right form of fl & vl
 - c) Medial 'shun' hook
 - d) Definition of Diphone
 - e) Medial L
 - f) R finally hooked.
5. Write correct shorthand outlines for any *five* of the following : 5 × 1 = 5

a) thinker	b) fulfil
c) personal	d) suddenly
e) observes	f) adhesive
g) eventually	h) facility.

[Turn over

6. Write correct phraseograms for any *five* of the following phrases : $5 \times 1 = 5$
- a) if he should know
 - b) you will remember
 - c) in our opinion
 - d) at the same time
 - e) you will remember
 - f) those who have
 - g) you may not
 - h) take their way.
7. Write the following matter in shorthand employing suitable phrases, wherever necessary : 30

The Editor, New Things, Daily,

At the very outset, thank you for bringing us a good lot of latest news, daily, in the early morning and also allowing us to share in your Daily, our problems, appreciations, feelings, etc. by entertaining Letters to the Editor. In this regard, I request you to publish a letter below in your Daily, under "Letters to the Editor" column. Thanking you, yours faithfully,

My dears citizens,

Now a days, under the stress of a fashion most of the account holders are visiting the Banks without carrying pen, with them. It is a known fact that if you step into the Bank, you would require a pen, for your use. Knowingly, or unknowingly, if you get the pen from the customers, it amounts to loss of their time or pen and if you use the pen from the bank staff, certainly it amounts to loss of concentration of that particular staff, for obvious reasons. Once the concentration is disturbed, there may be a loss or risk of the operational work that is being handled.

Hence, please start carrying the pen with you, if you visit the bank or official places and be a good citizen.

Thanks,

8. Transcribe the following into Longhand.

30

Handwritten musical notation on a ten-line staff. The notation includes various rhythmic values such as eighth, sixteenth, and thirty-second notes, as well as rests and bar lines. The music is written in a style characteristic of Indian classical music notation. The piece concludes with a double bar line and a fermata-like flourish.

